

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Body of the letter: Introduce the purpose of the letter, provide  
necessary information, and conclude with a call to action or closing  
statement.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]  
Enclosures: [List of Documents Enclosed]