

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Body of the letter: Introduce the purpose of the letter, provide  
details, and conclude with any necessary calls to action or requests.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title/Position]  
[Enclosure: Attachment Name]  
Cc: [CC Recipient's Name, Title/Position, Company]  
Cc: [CC Recipient's Name, Title/Position, Company]