

[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 and provide  
necessary details.]  
[Additional paragraphs if needed.]  
Thank you for your attention to this matter. Please find the attached  
document for your reference.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
Attachment: [Name of the attachment]  
CC: [Name of the person(s) you are copying]  
CC: [Title or Position, if necessary]  
CC: [Additional name(s), if necessary]