

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph - state the purpose of the letter.]  
[Body of the letter - provide details, explanation, or request as  
necessary.]  
[Closing paragraph - summarize the main point and any call to action.]  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]  
[Enclosures, if any]