

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to [briefly state the purpose of your letter, e.g., "request information regarding my credit card account" or "submit documents related to my application"].

Enclosed you will find:

1. [Description of enclosure 1]
2. [Description of enclosure 2]
3. [Any additional enclosures]

Please review the enclosed documents at your earliest convenience and let me know if you require any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Enclosures: [List any enclosures]

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