

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title/Position]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter]
Sincerely,
[Your Name]
[Your Title/Position, if applicable]