

[Your Company Logo]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: [Subject of the Letter]

Dear [Recipient's Name],

[Body of the letter goes here. This should include the purpose of the letter, any necessary details, and a closing statement.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Window 1 - Top Section for Address]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

[Window 2 - Return Address Section]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Note: Ensure that the content aligns properly with the windows of the envelope when printed.]