

****Double Window Envelope Letter Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Briefly introduce the reason for your letter.]

[Second paragraph: Provide detailed information or context related to the purpose of the letter.]

[Closing paragraph: Summarize your points or indicate any necessary actions or follow-ups.]

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

****Note:**** Ensure that the recipient's name and address align with the upper window of the envelope and that the return address aligns with the lower window.