

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction paragraph: State the purpose of your letter.]  
[Body paragraph 1: Provide detailed information or arguments supporting  
your purpose.]  
[Body paragraph 2: Include any additional points, evidence, or examples.]  
[Closing paragraph: Summarize the main points and state any desired  
outcome or action.]  
Thank you for your time and consideration. I look forward to your  
response.  
Sincerely,  
[Your Name]