

[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],

Subject: BGT Statement

I am writing to provide the required BGT statement for [specific purpose or reason if applicable].

[Body of the statement outlining the necessary details, including information required by BGT guidelines.]

Please feel free to reach out if you need any further information or clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]