

[Your Name]
[Your Title]
[Your Department]
BNSF Railway Company
[Office Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Department/Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening Paragraph: Briefly introduce the purpose of the letter.]
[Body Paragraph: Provide the necessary details, explanations, or
information regarding the topic.]
[Closing Paragraph: Summarize the main points and express any necessary
follow-up or action.]
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Department]
BNSF Railway Company