

[Your Name]  
[Your Title]  
BNSF Railway Company  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
[Opening paragraph: Briefly introduce the purpose of the letter.]  
[Body paragraph(s): Provide detailed information, including any relevant facts, figures, or context.]  
[Closing paragraph: Summarize your main points and state any calls to action or next steps.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title]  
BNSF Railway Company