

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To Whom It May Concern,

I am writing to [briefly state the purpose of your letter].

[Provide detailed explanation or context related to the purpose. This may include relevant information, experiences, or requests.]

Thank you for your attention to this matter. If you have any questions or require further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,
[Your Name]

****Example 1: Employment Verification****

John Doe
123 Main Street
Springfield, IL 62701
john.doe@email.com
(555) 123-4567
October 1, 2023

To Whom It May Concern,

I am writing to verify the employment of Jane Smith. Jane has been employed with our company, ABC Corporation, from January 2019 until present as a Marketing Specialist.

During her tenure, she has consistently demonstrated outstanding performance and has contributed significantly to our marketing campaigns. Thank you for your attention to this matter. If you have any questions or require further information, please feel free to contact me at (555) 123-4567 or john.doe@email.com.

Sincerely,
John Doe

****Example 2: Academic Reference****

Emily Johnson
456 Maple Avenue
Townsville, TX 78901
emily.johnson@email.com
(555) 987-6543
October 1, 2023

To Whom It May Concern,

I am writing to provide a reference for Michael Brown, who has been a student in my Advanced Chemistry class at Townsville High School for the past year.

Michael's academic performance has been exceptional, and he has shown a keen interest in the subject matter. I believe he will excel in any future academic endeavors.

Thank you for your attention to this matter. If you have any questions or require further information, please feel free to contact me at (555) 987-6543 or emily.johnson@email.com.

Sincerely,
Emily Johnson