

[Your Company Letterhead]
[Your Name]
[Your Title]
[Your Company]
[Company 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],
Subject: [Subject of the BWI Letter]
[Introduction: Briefly state the purpose of the letter.]
[Body: Provide detailed information regarding the subject matter,
including relevant dates, facts, and figures.]
[Conclusion: Summarize the key points and specify any actions to be taken
or the next steps.]
Thank you for your attention to this matter. I look forward to your
prompt response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Title]
[Your Company]