

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

CJ Smith

[Recipient's Address]  
[City, State, Zip Code]

Dear CJ Smith,

[Introduction: State the purpose of your letter.]

[Body: Provide detailed information or context regarding your subject.  
Use clear and concise paragraphs.]

[Conclusion: Summarize your main points and state a call to action, if applicable.]

Thank you for your time and consideration. I look forward to your response.

Sincerely,  
[Your Name]