

[Your Name]  
[Your Address]  
[City, Postal Code]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, Postal Code]  
Objet : [Subject of the letter]  
Madame/Monsieur [Recipient's Last Name],  
[Opening line - State purpose of the letter]  
[Body of the letter - Include detailed information or request]  
[Closing statement - Summarize your request or thoughts]  
Je vous prie d'agréer, Madame/Monsieur, l'expression de mes salutations  
distinguées.  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]