

[Your Company's Letterhead]  
[Your Name]  
[Your Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[Recipient's City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Briefly introduce the purpose of the letter.]  
[Body of the letter: Provide details relevant to the correspondence.]  
[Closing paragraph: Summarize your points and express any desired action or response.]  
Thank you for your attention to this matter. I look forward to your response.  
Sincerely,  
[Your Handwritten Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title]