

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening Paragraph: Briefly introduce the purpose of your letter.]
[Body Paragraph: Provide detailed information or discuss the matter at hand.]
[Closing Paragraph: Summarize your key points or state any action you wish the recipient to take.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]

Note: Ensure that your return address is printed in the upper left corner of the double window envelope, and the recipient's address is visible through the front window.