

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and the purpose of the letter.]  
[Second paragraph: Provide more detail or share your thoughts.]  
[Closing paragraph: Summarize your message and include any call to  
action, if necessary.]  
Sincerely,  
[Your Name]