

[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],

I hope this letter finds you well.

I am writing to [state the purpose of the letter clearly and simply].

[Use short sentences and straightforward language.]

[Include any important details or requests.]

Thank you for your time.

Sincerely,

[Your Name]