

[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]