

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Main content of the letter--brief and to the point.]  
Sincerely,  
[Your Name]