

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introductory paragraph: State the purpose of the letter and your connection to eHarmony.]
[Body paragraph 1: Provide background information or context related to your inquiry or reason for writing.]
[Body paragraph 2: Elaborate on any specific points, questions, or requests you have related to eHarmony.]
[Closing paragraph: Summarize your main points and express any hope for a response or further communication.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]