

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, ZIP Code]  
Subject: [Subject of the Letter]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce the purpose of your letter.]  
[Body of the letter: Provide details and any necessary information.]  
[Closing paragraph: Summarize the main points or express any final thoughts.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]