

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: [Brief Subject of Your Letter]
I hope this letter finds you well. I am writing to you as a citizen of
[Country] within the European Union.
[Introduce the purpose of your letter here, providing background
information as necessary.]
[Explain your request or the main points you wish to discuss in detail.
Be clear and concise.]
I appreciate your attention to this matter and look forward to your
prompt response.
Thank you for your consideration.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]