

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am excited to discuss the cake design for [event/occasion] on [date].

For this cake, I envision [brief description of the design, colors, and theme]. I believe it would be perfect for [reason related to the event].

Please let me know if you have any preferences or additional ideas. I look forward to your feedback!

Best regards,

[Your Name]