

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Paragraph: Introduce yourself and state the reason for your letter, such as applying for a position or seeking informational advice.]
[Middle Paragraph: Discuss your background, education, relevant skills, and experiences that pertain to the position or topic of interest.]
[Closing Paragraph: Express your enthusiasm, thank the recipient for their time, and mention your desire for a meeting or conversation.]
Sincerely,
[Your Typed Name]
[Your Signature (if sending a hard copy)]