

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
F - Friendly Opening
I hope this message finds you well.
V - Value Statement
I wanted to take a moment to express my appreciation for [specific thing
the recipient did or a quality of the organization].
R - Request/Reason
I am writing to [state your purpose or request clearly].
C - Closing Call to Action
I look forward to your response and hope we can [suggest next steps or
actions you would like them to take].
Best regards,
[Your Name]