

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: Briefly introduce yourself and your company.]  
[Body: Discuss the purpose of the letter, any relevant information, and  
your proposal or request.]  
[Conclusion: Summarize your main points, express your desire for a  
response, and thank the recipient for their time.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]  
[Your Company Name]  
[Company Website (if applicable)]