

[Your Name]  
[Your Address]  
[City, Postcode]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, Postcode]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce the purpose of your letter.]  
[Middle paragraphs: Provide details, examples, and any necessary  
information relevant to the purpose.]  
[Concluding paragraph: Summarize your points and express any feelings or  
final thoughts.]  
Thank you for your time.  
Yours sincerely/faithfully,  
[Your Name]