

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[GJ Tube Company]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: State the purpose of your letter.]
[Body: Provide details, including relevant information, background, and
any specific requests or inquiries.]
[Conclusion: Summarize your key points and express any next steps or a
call to action.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
[Your Position]
[Your Company]