

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: State the purpose of the letter and provide any  
necessary background information.]  
[Body paragraph: Provide details, explanations, or arguments to support  
the purpose of the letter.]  
[Closing paragraph: Summarize your points and state any actions you would  
like the recipient to take.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Sincerely,  
[Your Name]