

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter - introduce the purpose, provide details, and
conclude]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Job Title]
[Your Company Name]