

[Your Name]  
[Your Title]  
[Your Company]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Company Address]  
[Recipient's City, State, ZIP Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and the purpose of the letter.]  
[Body paragraphs: Provide detailed information, explanation, or request.]  
[Closing paragraph: Summarize your main points and include a call to  
action or next steps.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Your Company]