

[Your Name]
[Your Position]
[Your Company Name]
[Company Logo - optional]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, Zip Code]
Dear [Recipient Name],
[Body of the letter]
Thank you for your attention to this matter.
Warm regards,
[Your Signature (optional)]
[Your Printed Name]
[Your Position]
[Your Company Name]
[Your Contact Information]
[Company Website URL - optional]
[Company HQ Address Line 1]
[Company HQ Address Line 2]
[City, State, Zip Code]