

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Head Office]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Body of the letter]
Sincerely,
[Your Name]
[Your Position]
[Your Company]