

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Introduction: State the purpose of your letter.]
[Body: Provide details and any necessary information regarding the HQ
application.]
[Conclusion: Summarize your request or proposal and indicate any next
steps.]
Thank you for your consideration. I look forward to your response.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]