

[Your Name]
[Your Position]
[Your Department]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Department]
Dear [Recipient's Name],
Subject: [Subject of the Internal Letter]
I hope this message finds you well.
[Opening paragraph: Briefly introduce the purpose of the letter.]
[Body paragraph 1: Provide detailed information regarding the matter at hand.]
[Body paragraph 2: If necessary, include additional details or context.]
[Closing paragraph: Summarize the key points and state any actions needed or upcoming meetings.]
Thank you for your attention to this matter. Please feel free to reach out if you have any questions or need further clarification.
Best regards,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Contact Information]