

[Your Name]
[Your Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening Paragraph: Briefly state the purpose of the letter.]
[Body Paragraphs: Provide detailed information, arguments, or requests as
necessary. Use clear and concise language.]
[Closing Paragraph: Summarize the key points and state any actions you
hope the recipient will take.]
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending hard copy)]
[Your Printed Name]
[Your Position]