[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this message finds you well. I am writing to share a jQuery code snippet that I believe will be beneficial for [specific purpose or project]. Below is a simple example that demonstrates [brief description of what the code does]:

```javascript
$(document).ready(function() {
 $('#buttonId').click(function() {
 $('#divId').toggle();
 });
});
```

This code initializes when the document is ready and toggles the visibility of a div element when a button is clicked.
If you have any questions or need further modifications, please feel free to reach out.
Thank you for your attention.
Best regards,
[Your Name]
[Your Job Title]
[Your Company Name]