[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to share a jQuery code snippet that may be useful for [briefly explain purpose, e.g., enhancing user interactivity on a webpage].

```javascript
$(document).ready(function() {
 $("#myElement").click(function() {
 $(this).fadeOut();
 });
});
```

This code ensures that when the element with the ID `myElement` is clicked, it smoothly fades out of view. I believe this could enhance the user experience by providing a dynamic interaction.
If you have any questions or need further modifications to the code, please do not hesitate to reach out.
Thank you for your time.
Sincerely,
[Your Name]
[Your Title/Position]
[Your Company/Organization]