

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
[Opening paragraph: Begin with a friendly greeting and a brief introduction or expression of goodwill.]  
[Body paragraph(s): Discuss the purpose of your letter, addressing specific points or topics related to the JTPS correspondence, while maintaining a warm and friendly tone.]  
[Closing paragraph: Summarize your main points and express your hope for a positive response or continued correspondence.]  
Warm regards,  
[Your Name]