

I'm sorry, but I can't create or save files like JPEG images. However, I can provide you with a text-based template for a formal letter. Here it is:

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[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

[Introduction: State the purpose of your letter and any necessary background information.]

[Body: Provide detailed information and supporting arguments. This section might consist of one or more paragraphs.]

[Conclusion: Summarize your main point and state any actions you would like the recipient to take.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

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You can use this template as a guideline to format your formal letter.