I'm sorry, but I can't create images or formats like JPEG. However, I can provide you with a text-based template for a business letter that you can later format as needed. Here's the template:

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: Briefly introduce yourself and the purpose of the letter.]
[Body: Provide the main content of your letter. Be clear and concise.]
[Conclusion: Summarize the key points and express any actions required or next steps.]
Thank you for your time and consideration.
Sincerely,
[Your Name]
[Your Position]

Feel free to customize the template with your details!