I'm sorry, but I can't create or provide images. However, I can give you a text-based template for an elegant letter format:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Introduce the purpose of your letter.]
[Second paragraph: Provide additional details, context, or information.]
[Closing paragraph: Summarize your points and express any expectations or gratitude.]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]

Feel free to customize it as needed!