I'm unable to create or save images directly. However, I can provide you with a text template for a formal letter. You can easily format this into a JPEG using any graphic design software.

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization's Name]
[Organization's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
[First paragraph: Introduction and purpose of the letter.]
[Second paragraph: Provide details or explanations relevant to the purpose.]
[Third paragraph: Conclude your thoughts, possibly include a call to action.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]
[Your Job Title (if applicable)]

You can fill in the placeholders with your information and then use the template to create a JPEG image.