

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Organization]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce yourself and the purpose of the letter.]  
[Body of the letter: Provide details, express your thoughts, or state  
your request clearly and concisely.]  
[Closing paragraph: Summarize your main points and express any hopes for  
a response or future interaction.]  
Thank you for your time and consideration.  
Sincerely,  
[Your Name]  
[Your Contact Information]