

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

Jyoti [Last Name]
[Her Position]
[Her Company]
[Company Address]
[City, State, Zip Code]

Dear Jyoti,

[Opening paragraph: Brief introduction and purpose of the letter.]

[Body paragraphs: Detailed information and supporting points relevant to the purpose of the letter.]

[Closing paragraph: Summary and any call to action or next steps.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]