

[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introductory paragraph: State the purpose of the letter.]  
[Body paragraph: Provide more details, supporting information, or  
arguments related to the purpose of the letter.]  
[Closing paragraph: Summarize the key points and indicate any action you  
expect from the recipient or express gratitude.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Job Title]