

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[J.Crew Group, Inc.]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
[Opening paragraph: State the purpose of your letter.]
[Body paragraphs: Provide details, context, and any necessary
information.]
[Closing paragraph: Summarize your request or the purpose of your letter
and express appreciation.]
Sincerely,
[Your Name]