

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: State the purpose of your letter clearly and  
concisely.]  
[Body paragraph(s): Provide detailed information, supporting arguments,  
or requests related to the purpose of your letter.]  
[Closing paragraph: Summarize your main points and state any action you  
hope the recipient will take.]  
Thank you for your time and consideration. I look forward to your  
response.  
Sincerely,  
[Your Name]  
[Your Title (if applicable)]  
[Your Company (if applicable)]  
[Attachments (if any)]