

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

Karen [Last Name]
[Her Address or Company Name]
[City, State, Zip Code]

Dear Karen,

I hope this letter finds you well.

[Body of the letter: introduce the purpose of the letter, provide necessary details, and conclude appropriately.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]