

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Kaiser Permanente/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Introduction: Briefly state the purpose of your letter.]  
[Body: Provide detailed information regarding your request, concerns, or feedback. Use clear and concise language.]  
[Closing: Summarize your request or key points and indicate any follow-up actions needed.]  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Name]