

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

[Date]
[Recipient's Name]
[Recipient's Position]

KBR

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to [state the purpose of the letter, e.g., express interest in a position, inquire about services, etc.].

[Provide any necessary details or background information to support your purpose.]

I appreciate your time and consideration regarding this matter. I look forward to your response.

Thank you.

Sincerely,

[Your Name]