

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

[Recipient's Name]
[Recipient's Title]

KBR, Inc.

[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Subject of the Letter]

I hope this message finds you well. I am writing to [briefly explain the purpose of your letter].

[Provide more details about the issue or request. Include any relevant information that supports your purpose.]

I would appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title] (if applicable)

[Your Company] (if applicable)