

[Your Name]
[Your Title]
KBR, Inc.
[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: Briefly introduce the purpose of the letter.]
[Second Paragraph: Provide detailed information or context related to the purpose of the letter.]
[Third Paragraph: State any requests, next steps, or a call to action.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]
[Your Title]
KBR, Inc.