

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I wanted to reach out to discuss some matters that are important to me and I believe would benefit from a discreet conversation.

Please let me know a time and place that works for you where we can speak privately. Your understanding and cooperation mean a lot to me, and I look forward to our discussion.

Thank you for your consideration.

Warm regards,

[Your Name]