

[Your Name]
[Your Address]
Klamath Falls, OR [ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
Klamath Falls, OR [ZIP Code]
Dear [Recipient's Name],
[Opening paragraph: State the purpose of your letter.]
[Body paragraph 1: Provide additional details or context.]
[Body paragraph 2: Present any supporting information or arguments.]
[Closing paragraph: Summarize your main points and state any action you
wish the recipient to take.]
Thank you for your attention to this matter. I look forward to your
prompt response.
Sincerely,
[Your Name]