

[Your Name]  
[Your Position]  
KLM Royal Dutch Airlines  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Company/Organization Name]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

[Opening paragraph: State the purpose of the letter and any necessary background information.]

[Body paragraph(s): Provide detailed information, including any required data, context, or examples related to the subject matter.]

[Closing paragraph: Summarize the key points and state any actions required or next steps.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

KLM Royal Dutch Airlines