

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Opening Paragraph: Introduction and purpose of the letter.]  
[Body Paragraph(s): Details concerning the main topic, reasons,  
supporting information, or requests.]  
[Closing Paragraph: Summarize key points, express appreciation or future  
intentions.]  
Sincerely,  
[Your Name]