

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

MGM Studios

[Address]  
[City, State, Zip Code]

Dear MGM Team,

[Introduction - Briefly introduce yourself and the purpose of your letter]

[Body - Provide details about your request, feedback, or inquiry]

[Conclusion - Thank them for their time and express your hope for a response]

Sincerely,

[Your Name]