

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
MGM Resorts International
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: State the purpose of your letter and any relevant
background information.]
[Body: Provide details about your request, proposal, or concern. Be clear
and concise, and support your points with any necessary information.]
[Conclusion: Summarize your main points, express appreciation for their
attention, and indicate any follow-up actions if applicable.]
Sincerely,
[Your Name]
[Your Job Title, if applicable]