

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organisation Name]

[Company Address]

[City, Postcode]

Dear [Recipient's Name],

[Opening paragraph: State the purpose of your letter clearly.]

[Main body: Provide additional details, supporting information, or context to the subject discussed in the opening. Use clear and concise language.]

[Closing paragraph: Summarise your main points and state any action that you would like the recipient to take, or express your hopes for a response.]

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title (if applicable)]