

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, Postcode]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, Postcode]  
Dear [Recipient's Name],  
[Opening Paragraph: Briefly introduce the purpose of the letter.]  
[Main Body: Provide detailed information, addressing all relevant points.]  
[Closing Paragraph: Summarize any action required or next steps.]  
Yours sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Position]