

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introductory paragraph: State the purpose of your letter succinctly.]  
[Body paragraph 1: Provide relevant details and supporting information.]  
[Body paragraph 2: Continue with additional points if necessary,  
maintaining clarity and conciseness.]  
[Conclusion: Summarize your main points and include a call to action if  
applicable.]  
Thank you for your consideration.  
Sincerely,  
[Your Name]  
[Your Title, if applicable]  
[Your Company/Organization, if applicable]

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**\*\*Spacing Recommendations:\*\***

- Use single spacing within paragraphs.
- Add a single blank line between paragraphs.
- Maintain one blank line after the closing before your name.
- Use a standard font like Times New Roman or Arial, size 11 or 12.