

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

[Recipient Name]  
[Recipient Title]  
[Organization Name]  
[Organization Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to provide a statement regarding the NLDc. [Briefly state the purpose of your letter or any relevant details].

Thank you for your attention to this matter.

Sincerely,

[Your Name]