

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
Oakland, CA [Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce the purpose of the letter.]  
[Middle paragraphs: Provide additional details, context, or information  
relevant to the purpose of the letter.]  
[Closing paragraph: Summarize the action you want the recipient to take  
or provide closing remarks.]  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]