

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to bring to your attention an unusual circumstance that has arisen regarding [briefly describe the situation].

[Provide a detailed explanation of the circumstances, including any relevant dates and information. Be clear and concise, and avoid unnecessary details.]

I understand that this situation may require further consideration, and I am more than willing to discuss it at your earliest convenience. Please feel free to contact me at [your phone number] or [your email address]. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Title, if applicable]