

[Your Name]
[Your Title/Position]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Letter]

I am writing to you regarding [briefly state the purpose of the letter].
According to the OECD guidelines, [provide context or relevant
information related to the guidelines].

[Discuss the specifics of the situation, addressing relevant points from
the OECD guidelines. Include data or examples as necessary to support
your points.]

I would appreciate your feedback or any further insights you may have
regarding this matter.

Thank you for your attention to this issue. I look forward to your
response.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]
[Optional: Enclosures or CC if applicable]