

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

[Recipient Name]
[Recipient Position]
[Organization for Economic Co-operation and Development (OECD)]
[OECD Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: [Subject of the Correspondence]

I hope this message finds you well.

[Opening paragraph: Introduce the purpose of your correspondence. Provide a brief background if necessary.]

[Body: Elaborate on the main points, including any relevant details, data, or questions. If applicable, refer to attached documents or reports.]

[Closing paragraph: Sum up your correspondence and express any expectations or requests. Mention your willingness to discuss the matter further.]

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

Sincerely,

[Your Name]
[Your Position]
[Your Organization]