

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter starts here. You can have multiple paragraphs if
necessary.]
[Closing paragraph.]
Yours sincerely,
[Your Name]