

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: State the purpose of the letter.]
[Body paragraphs: Provide detailed information, arguments, or requests.
Use clear and concise language.]
[Closing paragraph: Summarize the main points and express any desired
action or expectation.]
Yours sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]