

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Address]
[City, Postcode]
Dear [Recipient's Name],
[Opening paragraph: Introduce the purpose of your letter.]
[Main body: Provide details, arguments, and information. Organize into
clear paragraphs.]
[Closing paragraph: Summarize your points or express your intentions and
next steps.]
Yours sincerely,
[Your Name]