

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce the purpose of the letter.]  
[Body paragraph 1: Provide details supporting your purpose.]  
[Body paragraph 2: Offer any additional information or context  
necessary.]  
[Closing paragraph: Summarize your key points and state any call to  
action.]  
Thank you for your time and consideration.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]