[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Position]
[Client's Company]
[Client's Address]
[City, State, Zip Code]
Dear [Client's Name],
[Opening statement: Brief and courteous greeting]
[Body: Main content - concise and to the point]
[Closing statement: Call to action or summary]
Best regards,
[Your Name]