

[Your Name]
[Your Position]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Paragraph: Introduce yourself and the purpose of the letter.]
[Body Paragraph(s): Provide details about the PC application, its
features, and benefits.]
[Closing Paragraph: Express your hope for a positive response and provide
your contact information for follow-up.]
Sincerely,
[Your Name]
[Your Position]