

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

[Body of the letter - start with an introduction, explain the purpose of the letter, and conclude with a closing statement.]

Sincerely,  
[Your Name]