

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

Dear [Recipient Name],

I am writing to [explain the purpose of your letter, e.g., request a service, report an issue, provide feedback].

[Provide additional details about your request or concern. Include any relevant information such as tracking numbers, dates, or past communications related to your issue.]

I would appreciate your assistance in resolving this matter at your earliest convenience. Thank you for your attention to this issue.

Sincerely,
[Your Name]