

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Subject: [Subject of the Letter]  
[Body of the letter - start with a formal introduction, followed by the  
purpose of the letter, and conclude with any calls to action or  
additional information.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Company Name]  
[Enclosures (if any)]