

[Your Name]
[Your Address]
[City, State, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Postcode]
Dear [Recipient's Name],
[Opening paragraph: State the purpose of your letter clearly and
concisely.]
[Body paragraphs: Provide detailed information, arguments, or inquiries.
Use clear and professional language.]
[Closing paragraph: Summarise your main points and state any call to
action or next steps.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
[Your Position, if applicable]