

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state purpose of the letter, e.g., express interest in a position, follow up on a previous conversation, address a specific issue].

[In the following paragraphs, provide background information, details of the situation, and any specific requests or actions you would like the recipient to take.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title (if applicable)]  
[Your Company Name (if applicable)]