

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

RJ Smith

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

Dear Mr. Smith,

[Insert the body of the letter here. Mention the purpose of your letter, provide any necessary details, and include a call to action if applicable.]

Thank you for your time and consideration.

Sincerely,  
[Your Name]