

[Your Name]  
[Your Address]  
[City, State, ZIP]  
[Email Address]  
[Date]  
[JJ Abrams]  
[Production Company Name]  
[Company Address]  
[City, State, ZIP]

Dear JJ,

[Opening Greeting: Briefly introduce yourself and the purpose of the letter.]

[Body: Elaborate on your main points, being clear and concise. Include specific references to his work or projects.]

[Closing: Summarize your points, express appreciation, and include any action items or hopes for a response.]

Sincerely,

[Your Name]  
[Your Title or Affiliation, if applicable]