

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

JJ Morgan

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

Dear Mr./Ms. Morgan,

[Introduction: State the purpose of the letter.]

[Body: Provide details, information, or requests related to the purpose.]

[Conclusion: Summarize your main points and express any desired actions or goodwill.]

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]