

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

Mr. J.J. Morgan

[Company Name]
[Company Address]
[City, State, Zip Code]

Dear Mr. Morgan,

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

[Second paragraph: Provide relevant details or context related to the purpose of your letter.]

[Third paragraph: Conclude with a call to action or express your hope for a response.]

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Job Title, if applicable]