

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

[Recipient Name]  
[Recipient Title]  
[Company Name]

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to share a jQuery code snippet that I believe could be beneficial for [specific project or purpose].

```
````javascript
$(document).ready(function() {
  // Your jQuery code here
  $('#myElement').on('click', function() {
    $(this).toggleClass('active');
  });
});
````
```

Please feel free to reach out if you have any questions or need further assistance.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]