

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Body of the letter: brief and to the point. Two to three concise paragraphs.]  
Sincerely,  
[Your Name]  
[Your Title (if applicable)]