

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Department/Organization Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Insert your introductory paragraph here.]
[Insert the body of your letter here.]
[Insert your concluding paragraph here.]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position/Title (if applicable)]