

[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)]