

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [briefly state the purpose of the letter, e.g., express my interest in a position, follow up on a conversation, etc.].

[Paragraph detailing your points or request. Be specific and clear about what you are asking or informing the recipient.]

Thank you for considering my [application/request/inquiry]. I look forward to your response.

Sincerely,  
[Your Name]