

[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],  
[Opening paragraph: Introduce yourself and state the purpose of the letter.]  
[Body paragraph 1: Provide relevant details and support for your purpose.]  
[Body paragraph 2: Continue with additional information or arguments.]  
[Closing paragraph: Summarize your request or inquiry and express appreciation.]  
Thank you for your attention to this matter. I look forward to your response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]