

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am excited to share with you the initial letter design for the embroidery project. The chosen letter is [Letter] and it features [describe any specific design elements, colors, or patterns you plan to use].

Please let me know if you have any additional thoughts or suggestions regarding this design. I look forward to your feedback and hope to bring this project to life soon!

Warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Company/Organization, if applicable]