

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce the purpose of your letter.]  
[Body paragraph 1: Provide details and context related to the purpose.]  
[Body paragraph 2: Expand on your points, including any additional  
information or requests.]  
[Closing paragraph: Summarize your main points and express any hopes for  
a response.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]