

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

VJ Smith

[Recipient's Address]  
[City, State, Zip Code]

Dear VJ Smith,

[Opening paragraph: Introduce yourself and the purpose of your letter.]

[Middle paragraphs: Provide details, background information, or any specific points you want to address.]

[Closing paragraph: Express your hope for a response, provide any next steps, and thank them for their time.]

Sincerely,

[Your Name]