

[Your Name]  
[Your Title]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Body of the letter]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title]