

[Your Name]
[Your Position]
JYP Entertainment
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
I hope this message finds you well.
[Introduce the purpose of the letter, providing relevant details while
maintaining a professional tone.]
[Include any necessary background information or context that the
recipient should know.]
[Clearly outline any requests, proposals, or points of discussion,
remaining concise and courteous.]
Thank you for your consideration. I look forward to your response.
Warm regards,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position]
JYP Entertainment