[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date] [Recipient's Name] [Title] JYP Entertainment [Company Address] [City, State, Zip Code] Dear [Recipient's Name], [Introduction: Briefly introduce yourself and the purpose of your letter.] [Body Paragraph 1: Provide more details about your reason for writing. Be clear and concise.] [Body Paragraph 2: Include any additional information or context that may be relevant.] [Closing Paragraph: Summarize your message and include any requests or next steps.] Thank you for your time and consideration. I look forward to your response. Sincerely, [Your Name]