

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

[Recipient's Name]

JYP Entertainment

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to inquire about [specific inquiry topic] related to [brief explanation of context]. I would appreciate any information or assistance you could provide regarding this matter.

Thank you for your attention to my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position, if applicable]