

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
Vice President of Finance
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

[Introduce the purpose of the letter in one or two sentences, stating clearly what you want to discuss or request.]

[Provide detailed information, including relevant data, context, and any necessary background information to support your request or discussion.]

[Conclude by reiterating your main point or request, and express your willingness to discuss further or provide additional information if needed.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position]
[Company Name]