

[Your Address]
[City, State, ZIP Code]
[Date]
[Recipient's Name]
[Recipient's Designation/Title]
[Organization Name]
[Organization Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
[Body of the letter - Introduction, main content, and conclusion]
Thank you.
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]