

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to address a matter of great sensitivity that requires thoughtful consideration.

[Explain the delicate circumstance clearly and concisely, while being respectful and tactful. Be mindful of the language used to avoid causing offense.]

I believe it is crucial for us to approach this situation with care and understanding. I am open to discussing this further at your convenience, and I appreciate your sensitivity to the matter at hand.

Thank you for your time and understanding. I look forward to your response.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]