

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]  
Mr. Wyatt Earp  
[Specific Address or Location]  
[City, State, Zip Code]  
Dear Mr. Earp,  
[Begin with a formal greeting and introduction, expressing the purpose of the letter.]  
[Continue with the main body of the letter, elaborating on the topic or request you wish to address.]  
[Conclude with a summary of your points and a call to action or closing statement.]  
Thank you for your time and consideration.  
Yours sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]