

| **A** | **B** | **C** | **D** |
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Date:		**[Insert Date]**	
From:		**[Your Name]**	
		[Your Address]	
		[City, State, ZIP]	
To:		**[Recipient's Name]**	
		[Recipient's Address]	
		[City, State, ZIP]	
Subject:		**[Subject Line]**	
Dear [Recipient's Name],			
**[Insert introductory paragraph introducing the purpose of the			
letter.]**			
**[Insert body paragraphs with details, stories, or relevant			
information.]**			
**[Insert concluding paragraph with a closing thought or action			
item.]**			
Sincerely,			
		[Your Name]	
		[Your Title, if applicable]	
		[Your Contact Information]	