

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: State the purpose of the letter.]  
[Body paragraphs: Provide detailed information, supporting arguments, or  
necessary information.]  
[Closing paragraph: Summarize the key points and state any action  
required from the recipient.]  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]