

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening paragraph - introduce purpose of the letter]
[Body paragraphs - detail the issue, request, or information]
[Closing paragraph - summarize and state any call to action]
Sincerely,
[Your Name]
[Your Title]