

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: State the purpose of your letter and any necessary  
background information.]  
[Body: Elaborate on the subject, providing details and any relevant  
points or arguments.]  
[Closing: Summarize your key points and state any requests or next  
steps.]  
Warm regards,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]