

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
XXL Company  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Opening paragraph: State the purpose of the letter clearly and  
concisely.]  
[Body paragraphs: Provide additional information, supporting details, and  
necessary context.]  
[Closing paragraph: Summarize the key points and state any calls to  
action or next steps.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Sincerely,  
[Your Name]  
[Your Position]