

[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],
[English Version]

I hope this letter finds you well. I am writing to [state purpose of the letter].

[Spanish Version]

Espero que esta carta te encuentre bien. Estoy escribiendo para [indicar el proposito de la carta].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Spanish Version]

Gracias por tu atencion a este asunto.

Atentamente,

[Tu Nombre]