

[Your Company Logo]
[Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Website URL]

[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address Line 1]
[Recipient Address Line 2]
[City, State, ZIP Code]
Dear [Recipient Name],
[Body of the letter]
Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Contact Information]