

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client's Name]  
[Client's Position]  
[Client's Company]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

[Opening paragraph: Introduce the purpose of the letter and any relevant context.]

[Body paragraphs: Provide detailed information, updates, or requests related to your ongoing business relationship.]

[Closing paragraph: Summarize any actions required and express appreciation for the client's partnership.]

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]