```
**[Your Name]**
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
**Yahoo Customer Service**
Yahoo Inc.
[Yahoo's Address]
Dear Yahoo Customer Service,
[Introductory paragraph - State the purpose of your letter.]
[Main body - Provide details about your issue or request. Be clear and
concise.]
[Closing paragraph - Summarize your request or issue, and express
gratitude for their assistance.]
Thank you for your attention to this matter.
Sincerely,
[Your Name]
```