

****Subject Line:**** [Your Subject Here]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient's Title]

Yahoo Inc.

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to [briefly state the purpose of your letter, such as addressing an issue, requesting information, etc.].

[Provide detailed information related to your purpose. Include any relevant data, facts, or personal experiences that support your message.]

I would appreciate your assistance with [specific request or action you'd like from the recipient]. Please let me know if you require any additional information.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

****Note:**** Replace placeholders with the appropriate information.