

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Opening paragraph: State the purpose of the letter.]  
[Body paragraph(s): Provide detailed information, context, and any  
necessary background.]  
[Closing paragraph: Summarize key points and state any required actions  
or follow-up.]  
Thank you for your attention to this matter. I look forward to your  
response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company]