

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening Paragraph: State the purpose of your letter clearly and concisely.]  
[Body Paragraph(s): Provide more detail about the subject. Explain your points clearly. Use paragraphs to separate different ideas.]  
[Closing Paragraph: Summarize your main points and state any desired outcomes or next steps.]  
Thank you for your attention to this matter. I look forward to your response.  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]  
[Your Company Name, if applicable]