

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Ylva [Last Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear Ylva,

[Opening paragraph: Introduce the purpose of the letter.]

[Body paragraphs: Provide details, context, and any necessary information.]

[Closing paragraph: Summarize the key points or request action.]

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

Sincerely,

[Your Name]  
[Your Title]