

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

Ylva [Last Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear Ylva,

I hope this letter finds you well.

[Body of the letter: Introduce the purpose of your letter, provide necessary details, and express any requests or thoughts you have.]
Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]