

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, Province, Postal Code]  
Dear [Recipient's Name],  
[Opening paragraph - purpose of the letter]  
[Body paragraphs - details, explanations, etc.]  
[Closing paragraph - summary or call to action]  
Sincerely,  
[Your Name]