

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction paragraph: state the purpose of the letter.]  
[Body paragraphs: provide detailed information, organize your points  
clearly.]  
[Closing paragraph: summarize the message and state any call to action or  
next steps.]  
Sincerely,  
[Your Handwritten Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title]