

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

Yvonne [Last Name]  
[Her Address]  
[City, State, Zip Code]

Dear Yvonne,

I hope this letter finds you well. I am writing to inquire about  
[specific subject or information you need]. It would be greatly  
appreciated if you could provide me with further details regarding  
[specific requests or questions].

Thank you for your time and assistance. I look forward to your prompt  
response.

Warm regards,  
[Your Name]