

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

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

Dear Yves,
[Body of the letter]
Sincerely,
[Your Name]