

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

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

Dear Yvette,

I hope this message finds you well. I am writing to request [specific request or information needed].

[Explain the reason for your request and any relevant details.]

I appreciate your time and consideration regarding this matter. Please let me know if you need any further information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]