

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient Title]  
ZDNet  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Introduction: State the purpose of your letter and provide any necessary  
background information.]  
[Body: Expand on your main points, providing details, examples, or data  
as needed. Keep paragraphs focused and concise.]  
[Conclusion: Summarize your key points, express gratitude if applicable,  
and encourage a response if necessary.]  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Company/Organization, if applicable]