

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Paragraph: Introduce yourself and state the purpose of the letter.]
[Body Paragraph 1: Share your background and relevant experiences.]
[Body Paragraph 2: Explain why you are reaching out to them specifically and how they can help or collaborate with you.]
[Closing Paragraph: Express your gratitude and suggest a call or meeting to discuss further.]
Sincerely,
[Your Name]
[Your LinkedIn Profile URL (optional)]