

[Your Name]  
[Your Title]  
Zogenix, Inc.  
[Office Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Opening paragraph: Briefly state the purpose of the letter.]  
[Body paragraph 1: Provide more details about the matter at hand.]  
[Body paragraph 2: Include any additional information or context if  
needed.]  
[Closing paragraph: Summarize your main points and express any actions  
you wish the recipient to take.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title]  
Zogenix, Inc.