

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]  
[Recipient Name]  
[Recipient Address]  
[City, State, ZIP Code]  
Dear [Recipient Name],  
[Opening paragraph: State the purpose of the letter.]  
[Body paragraphs: Provide details or arguments supporting your purpose.]  
[Closing paragraph: Summarize your main points and state any call to  
action or final thoughts.]  
Sincerely,  
[Your Name]