

[Your Name]
[Your Position]
Zogenix, Inc.
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Paragraph: Introduce the purpose of the letter.]
[Body Paragraph: Provide details, context, and any necessary information
related to the purpose.]
[Closing Paragraph: Summarize the main points and state any desired
actions or follow-ups.]
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
Zogenix, Inc.