

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: Introduce the purpose of your letter and any relevant context.]  
[Body paragraph(s): Elaborate on the main points, sharing your thoughts, feelings, or experiences related to ZQuil.]  
[Closing paragraph: Summarize your message and any actions you hope the recipient will take, if applicable.]  
Sincerely,  
[Your Name]