

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
NVIDIA Corporation  
[Recipient Address]  
[City, State, ZIP Code]  
Dear [Recipient Name],  
[Opening paragraph: Introduce the purpose of your letter and any relevant background information.]  
[Body paragraphs: Elaborate on your main points, providing necessary details and any supporting information.]  
[Closing paragraph: Summarize your main points and state any requests, if applicable.]  
Thank you for your attention to this matter. I look forward to your response.  
Sincerely,  
[Your Name]