

[Your Organization's Logo]
[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Website URL]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter]
Sincerely,
[Your Name]
[Your Position]
[Your Organization]