

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Organization's Address]  
[City, State, ZIP Code]  
Dear [Recipient's Name],  
[Opening paragraph: State the purpose of your letter and the main point  
you wish to convey.]  
[Middle paragraphs: Provide supporting details, examples, or explanations  
for your main point.]  
[Closing paragraph: Summarize your message and state any action you wish  
the recipient to take or express hope for future communication.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Name]