

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: [Brief Subject of the Letter]
[Opening Paragraph: Introduce the purpose of your letter and the relationship between your businesses.]
[Body Paragraph 1: Provide details about the matter at hand, including any relevant information or background.]
[Body Paragraph 2: Outline the specific request, proposal, or action you would like the recipient to take.]
[Closing Paragraph: Thank the recipient for their time and consideration, and express your anticipation of their response.]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company Name]