

[Your Name]  
[Your Title]  
UUCC (Unitarian Universalist Community Church)  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Organization]  
[Recipient's Address Line 1]  
[Recipient's Address Line 2]  
[Recipient's City, State, Zip Code]  
Dear [Recipient's Name],  
[Body of the letter]  
Sincerely,  
[Your Name]  
[Your Title]  
UUCC  
[Optional: Enclosures or CC if applicable]