

[Your Company Logo]
[Company Name]
[Street Address]
[City, State, ZIP Code]
[Phone Number]
[Email Address]
[Website URL]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[Recipient's City, State, ZIP Code]
[Salutation],
[Body of the letter]
[Closing],
[Your Name]
[Your Title]
[Your Company]