

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Address]  
[City, Postal Code]  
Dear [Recipient Name],  
[Introduction: State the purpose of the letter.]  
[Body: Provide detailed information regarding the matter.]  
[Conclusion: Summarize your points and state any action required.]  
Thank you for your attention to this matter.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]