

[Your Logo Here]  
[Company Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP Code]  
[Phone Number]  
[Email Address]  
[Website URL]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[Recipient City, State, ZIP Code]  
Dear [Recipient Name],  
[Body of the letter]  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]