

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this letter finds you well.  
[Body of the letter - state your purpose or message clearly and  
concisely.]  
Thank you for your time and consideration.  
Sincerely,  
[Your Name]