

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening Salutation]  
[Body of the letter - Introduction, Main Content, Conclusion]  
[Closing Salutation]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Optional: Your Title/Position]