

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of the letter briefly].

Thank you for your attention. I look forward to your response.

Sincerely,  
[Your Name]