

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/ Ministry Name]  
[Government of Yukon]  
[Address]  
[City, Province, Postal Code]

Dear [Recipient's Name],  
Subject: [Subject of the Letter]

I am writing to [state the purpose of your correspondence briefly].  
[Provide details and context regarding your correspondence. This section should include relevant information, any specific requests or recommendations, and your reason for reaching out.]  
[Conclude with a summary of your main points and any actions you would like the recipient to take. Express appreciation for their attention or assistance.]

Thank you for your time and consideration.  
Sincerely,  
[Your Name]  
[Your Title/Position, if applicable]