

[Your Name]
[Your Job Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: State the purpose of your letter.]
[Middle paragraph(s): Provide additional details or background
information.]
[Closing paragraph: Summarize the main points and state any action
needed.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company]