

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Opening Paragraph: State the purpose of the letter clearly and  
concisely.]  
[Body Paragraphs: Provide any necessary details or explanations,  
structured logically. Use clear and professional language.]  
[Closing Paragraph: Summarize the main points and state any actions  
required or express gratitude.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]