

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

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

Dear [Recipient's Name],

Subject: [Title of Your Brief Essay]

I am writing to present my brief essay on [Topic of Your Essay]. In this essay, I explore [main points or arguments].

[Paragraph summarizing key points or findings, ideally 3-4 sentences.]

In conclusion, [restatement of main argument or insight]. Thank you for your consideration.

Sincerely,
[Your Name]