

[Your Name]  
[Your Title]  
[Department/Agency Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Department/Agency Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening paragraph: State the purpose of the letter clearly and  
concisely.]  
[Body paragraphs: Provide detailed information, relevant facts, and any  
necessary context.]  
[Closing paragraph: Summarize the main point, state any actions expected,  
or express appreciation.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]  
[Department/Agency Name]