

[Government Agency Name]  
[Agency Logo]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Website URL]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Organization]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[Recipient City, State, Zip Code]  
Dear [Recipient Name],  
[Body of the letter goes here.]  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Department]