

[Your Name/Company Name]  
[Your Address Line 1]  
[Your Address Line 2]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[Website (if applicable)]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Body of the letter]  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name] (if applicable)