

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

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Last Name],

I am writing to you today regarding [Subject].

[Body Paragraph 1]

[Body Paragraph 2]

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]