

[Your Name]
[Your Title/Position]
[Your Organization]
[Street Address]
[City, State, Zip Code]

[Date]

[Recipient Name]
[Recipient Title/Position]
[Recipient Organization]
[Street Address]
[City, State, Zip Code]

Subject: [Enter Subject Line Here]

Dear [Recipient Name],

[Opening paragraph: State the purpose of the letter.]

[Body paragraph: Provide detailed information, facts, or requests.]

[Closing paragraph: Restate the main point and include a call to action or next steps.]

Sincerely,

[Signature]

[Your Printed Name]