

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Last Name],

[Body Paragraph 1: State the purpose of your letter.]

[Body Paragraph 2: Provide details or supporting information.]

[Body Paragraph 3: Closing remarks or call to action.]

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]