

LAW OFFICES OF [NAME OF FIRM]

[Street Address], [Suite Number]
[City], [State], [Zip Code]
Phone: [Phone Number] | Fax: [Fax Number]
Email: [General Email Address] | Website: [Website URL]

[Date of Letter]

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

RE: [Subject Matter or Case Name/Number]

Dear [Recipient Name],

[Insert body of letter here.]

Sincerely,

[Attorney Signature Name]
[Title, e.g., Partner/Associate]