

```
<div>
  <p>
    [Your Name]<br>
    [Your Street Address]<br>
    [City, State, Zip Code]<br>
    [Your Phone Number]<br>
    [Your Email Address]
  </p>
  <p>
    [Date]
  </p>
  <p>
    [Recipient Name]<br>
    [Recipient Title]<br>
    [Organization Name]<br>
    [Recipient Street Address]<br>
    [City, State, Zip Code]
  </p>
</div>
```