

[LAW FIRM NAME]

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

Date: [Month Day, Year]
Our Ref: [Reference Number]
Your Ref: [Opposing Party Reference]

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

RE: [Case Name or Subject Matter]

Dear [Recipient Name],

[Insert the body of the legal letter here. Provide a clear statement of facts, legal arguments, or the specific request being made.]

[Insert additional paragraphs as necessary.]

Sincerely,

[Signature]
[Attorney Name]
[Title/Partner]

cc: [Name of parties receiving copies]
Enc: [List of enclosed documents]