

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