

<div>
 <p>
 [Lawyer Name or Department Name]

 [Name of Law Firm]

 [Street Address]

 [Suite or Floor Number]

 [City], [State] [Zip Code]
 </p>
 <p>
 [Date]
 </p>
 <p>
 RE: [Case Name, Case Number, or Subject Matter]
 </p>
 <p>
 Dear [Mr./Ms. Last Name],
 </p>
 <p>
 [Letter Body Content]
 </p>
 <p>
 Sincerely,
 </p>
 <p>
 [Your Signature]

 [Your Printed Name]
 </p>
</div>