

SENT VIA CERTIFIED MAIL - RETURN RECEIPT REQUESTED

Certified Mail Receipt Number: _____

[Sender's Name]
[Sender's Street Address]
[Sender's City, State, Zip Code]
[Date]

[Recipient's Name]
[Recipient's Title/Department]
[Company Name]
[Recipient's Street Address]
[Recipient's City, State, Zip Code]

RE: [Subject of the Letter]

Dear [Recipient's Name],

[Body Paragraph 1: State the primary purpose of the letter clearly and concisely.]

[Body Paragraph 2: Provide necessary details, dates, facts, or references to previous correspondence.]

[Body Paragraph 3: State the specific action required or the deadline for a response.]

Sincerely,

[Signature]

[Sender's Printed Name]

Enclosures: [List any documents attached, if applicable]