

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

[Body Paragraph 1: Introduction and purpose of the letter.]

[Body Paragraph 2: Supporting details and information.]

[Body Paragraph 3: Call to action or closing remarks.]

Sincerely,

[Signature]  
[Your Printed Name]