

<p>
[Date of Letter Issuance]
</p>
<p>
[Recipient Name]

[Recipient Title]

[Company Name]

[Street Address]

[City, State, Zip Code]
</p>
<p>
Dear [Recipient Name],
</p>
<p>
[Body of the letter goes here.]
</p>
<p>
Sincerely,
</p>
<p>
[Your Signature]

[Your Printed Name]
</p>