

[BANK NAME INSTITUTION]
[Corporate Headquarters Address]
[City, State, Zip Code]
[Phone Number] | [Website URL]

[Date]

[Sender Name]
[Sender Job Title/Department]
[Branch Name or Office Location]
[Direct Email Address]
[Direct Phone Extension]

To:
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: [Subject of Letter/Account Number]

Dear [Recipient Name],

[Insert letter content here.]

Sincerely,

[Signature]
[Sender Name]