

[Primary Applicant Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Title]
[Organization Name]
[Street Address]
[City, State, Zip Code]

Subject: [Reference or Application ID]

Dear [Recipient Name],

[Body of the letter goes here.]

Sincerely,

[Signature]

[Primary Applicant Name]