

[Your Name]
[Your Address]
[City, State, Zip Code]

[Date of Formal Letter Issuance]

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

Dear [Recipient Name],

[Insert the body of your letter here.]

Sincerely,

[Your Signature]

[Your Printed Name]