

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Business Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]

[Date]

[Client Name]  
[Client Job Title]  
[Client Company Name]  
[Client Business Address]  
[City, State, Zip Code]

Dear [Client Last Name],

**Subject: [Purpose of Letter]**

[Insert your message here.]

Sincerely,

[Your Signature]  
[Your Printed Name]