

<p>Sincerely,</p>
<p>
 [Your Name]

 [Your Job Title]
</p>
<p>
 [Agency Name]

 [Department/Division]

 [Office Address]

 [City, State, Zip Code]
</p>
<p>
 Phone: [Phone Number]

 Email: [Email Address]

 Website: [Agency Website]
</p>