

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Recipient Contact Person, if known]  
[Title of Contact Person]  
[Name of Recipient Agency/Department]  
[Name of Organization/Government Body]  
[Full Street Address]  
[City, State, Zip Code]

Subject: [Reference Number or Purpose of Letter]

Dear [Recipient Title and Last Name],

[The body of your letter starts here.]

Sincerely,

[Your Signature]

[Your Typed Name]