

Your Name
Your Title (if applicable)
Company/Organization Name
Street Address
City, State ZIP Code
Phone Number
Email Address

Date

Recipient Name
Recipient Title (if applicable)
Company/Organization Name
Street Address
City, State ZIP Code

Subject: [Subject of the Letter]

Dear [Recipient Name],

[Your message goes here. Begin the first paragraph of your letter. For additional paragraphs, separate with a single line break.]

[Closing Paragraph]

Sincerely,

[Your Handwritten Signature (if sending by mail)]

Your Typed Name

Your Position (if applicable)