

Company Name
Street Address
City, State ZIP Code
Phone: (000) 000-0000
Email: info@company.com

Date: _____

Recipient Name
Recipient Title
Recipient Company
Recipient Address
City, State ZIP Code

Subject: _____

Dear [Recipient Name],

[Body of the letter. State the purpose of the communication clearly and concisely. Add details as needed in several paragraphs.]

Thank you.

Sincerely,

Your Name
Your Title
Company Name