

[Your Company Name]  
[Company Address]  
Date: \_\_\_\_\_

[Recipient Name]  
[Recipient Designation]  
[Recipient Department]  
[Recipient Address]

**Subject:** \_\_\_\_\_

Dear [Recipient Name],

[Body of the letter]

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Sincerely,

**[Your Name]**  
[Your Designation]  
[Contact Information]