

Your Name
Your Address
City, State, ZIP Code
Email Address
Date

Recipient's Name
Recipient's Title
Company/Organization Name
Address
City, State, ZIP Code

Dear [Recipient's Name],

Opening Paragraph:

State the purpose of your letter clearly and succinctly.

Body Paragraph(s):

Provide additional details, ask specific questions, and explain any relevant background information.

Closing Paragraph:

Express appreciation, specify what action you hope will be taken, and thank the recipient.

Sincerely,

[Your Name]