

Sender's Name
Sender's Address Line 1
Sender's Address Line 2
City, State ZIP
Phone:
Email:

Recipient's Name
Recipient's Position (if applicable)
Recipient's Address Line 1
Recipient's Address Line 2
City, State ZIP

Date: _____

Re: [Subject of the Correspondence]

[Insert body text of the legal correspondence here.]

Sincerely,

Sender's Name
Sender's Title (if applicable)