

**LAW FIRM NAME**  
**OR ATTORNEY NAME**

1234 Main Street, Suite 100  
City, State ZIP  
Phone: (123) 456-7890  
Email: info@example.com

---

Date: \_\_\_\_\_

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

Re: \_\_\_\_\_

Dear \_\_\_\_\_,

Sincerely,

---

Attorney Name