

[Your Name]
[Street Address]
[City, State Zip]

[Today's Date]

[Name of Recipient]
[Title]
[Company or Organization]
[Street Address]
[City, State Zip]

Dear [Name of Recipient], (If unknown, use To Whom It May Concern)

[Short introduction paragraph stating purpose]

[Additional information]

[Closing information, summary or thank you as appropriate]

Sincerely,

[Signature]

[Your Name]