

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

[Today's Date]

[Name of Recipient]  
[Title]  
[Company]  
[Address]  
[City, St 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,  
[Sign here for letters sent by mail or fax]  
[Your Name]  
[Title – if applicable]