[Your name]  
[Your street name and number]  
[City, state zip code]

[Company name]  
[Company street name and number]  
[City, state zip code]

[Current date]

[Recipient name]  
[Recipient job title]

Dear [recipient name],

[The first sentence of your first paragraph is an introductionand explains your reasoning for writing to the recipient. You can use the next two to three sentences to further explain the topic of your letter. Try to refrain from giving details or examples until the second paragraph.]

[This second paragraph will describe your point further. You can use examples or other details to inform the reader of your opinion or important information. The second paragraph should remain around three to four sentences long, meaning your letter should be short, concise and straightforward.]

[This last paragraph should conclude the letter. You can thank them for their time reading this and can suggest any necessary follow-up steps.]

[Closing sign off],  
[Your name]  
[Signature]