



[Month day, year]

[Recipient name]

[Title]

[Organization]

[Street address]

[City, state ZIP]



Dear [Name],

[State the purpose of the letter and the action or response you are seeking.]

[Add the context the recipient needs. Keep the letter focused on one subject and use specific details where they support the request.]

[Close with the next step, a proposed date, or the best way to reply.]

Sincerely,

[Full name]

[Title]