

[City, State ZIP]

[Recipient Name] · [Title] · [Company] · [Street address] · [City, State ZIP]

Dear [Title Last name]:

[Opening paragraph: the purpose of the letter.]

[Middle paragraph: details, facts, reference numbers.]

[Closing paragraph: what you would like to happen next and how to reach you.]

Sincerely,

[Your typed name] · [Your title]

Enclosures: [list]

Notes