

[Your street address]

[City, State ZIP]

[Month Day, Year]

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

Subject: [Brief subject]

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,

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[Your typed name] · [Your title]

Enclosures: [list]