[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]

Enclosures:   
CC: