

[SENDER_NAME]
[SENDER_ADDRESS]
[SENDER_CITY], [SENDER_STATE] [SENDER_ZIP]
[SENDER_PHONE]
[SENDER_EMAIL]

[DATE]

[RECIPIENT_NAME]
[RECIPIENT_COMPANY]
[RECIPIENT_ADDRESS]
[RECIPIENT_CITY], [RECIPIENT_STATE] [RECIPIENT_ZIP]

Dear [RECIPIENT_NAME],

[BODY]

Sincerely,

[SENDER_NAME]
[SENDER_TITLE]