[Sender’s Name]

[Sender’s Company Name]

[Sender’s Street Address]

[Sender’s City, State/Province, & Zip/Postal Code]

[Sender’s phone number and or email address]

[Date]

[Recipient’s Name]

[Recipient’s Company Name]

[Recipient’s Street Address]

[Recipient’s City, State/Province, & Zip/Postal Code]

[Recipient’s phone number and or email address]

**[Subject]**

[Dear Name],

[Introduction – this is where you explain the purpose of the letter, why you are writing it, what you hope to achieve from, and any other important information you want to get out upfront.]

[Middle Section – this is where you elaborate and provide more detail about what you outlined in the first paragraph. There may be several more paragraphs like this depending on how long the letter needs to be]

[Conclusion – this is the place where you wrap up and summarize things. There may be a call to action or next steps included in this paragraph.]

[Sincerely],

[Signature]

[Name of Sender]

© 2023 CFI Education Inc.  
  
This document is for educational purposes only and should not be used for any other reason. All content is Copyright material of CFI Education Inc. All rights reserved.  The contents of this publication, including but not limited to all written material, content layout, images, formulas, and code, are protected under international copyright and trademark laws.  No part of this publication may be modified, manipulated, reproduced, distributed, or transmitted in any form by any means, including photocopying, recording, or other electronic or mechanical methods, without prior written permission of the publisher, except in the case of certain non-commercial uses permitted by copyright law.

https://corporatefinanceinstitute.com/