

Recipient's Name
Recipient's Address
City, State
Postal Code

Frank
123 Street Rd
Chicago, IL

Yours sincerely

1 Introduction

Dear Sir or Madam,

2 Formal Letter

I am writing to you on behalf of the Wikipedia project (<http://www.wikipedia.org/>), an endeavour to build a fully-fledged multilingual encyclopaedia in an entirely open manner, to ask for permission to use your copyrighted material.

Bill	Price
Rent	100
Utilities	200

2.1 Paragraph One

I am writing to you on behalf of the Wikipedia project (<http://www.wikipedia.org/>), an endeavour to build a fully-fledged multilingual encyclopaedia in an entirely open manner, to ask for permission to use your copyrighted material.

2.2 Paragraph Two

I am writing to you on behalf of the Wikipedia project (<http://www.wikipedia.org/>), an endeavour to build a fully-fledged multilingual encyclopaedia in an entirely open manner, to ask for permission to use your copyrighted material.

Sincerely, Your Name