

**[YOUR NAME / COMPANY NAME]**

[Address Line 1] · [Address Line 2]

[Phone] · [Email]

[DATE]

[Recipient Name]

[Job Title]

[Company Name]

[Address]

**Subject: [Subject of the Letter]**

Dear [Recipient Name],

[Opening paragraph: state clearly why you are writing. Refer to any previous correspondence, meeting or account reference if relevant.]

[Middle paragraph(s): provide the details — facts, dates, amounts, background and any supporting information the recipient needs to act on your letter.]

[Closing paragraph: state what you would like to happen next, by when, and how the recipient can reach you. Thank them for their attention.]

Yours sincerely,

[Your Name]

[Job Title]

[Company Name]

[Phone] · [Email]