[Month] [Day], [Year]

[Recipient’s Name]

[Recipient’s Title]

[Organization Name]

[Street Address]

[City], [ST] [Zip Code]

Dear [Mr./Ms./Mrs.] [Recipient’s Name],

[In the opening paragraph, provide an introduction and state the main point(s) of the letter. Be concise.]

[In the second paragraph, develop the main point(s) by providing compelling and persuasive reasoning.]

[In the third paragraph, continue to develop the main point(s).]

[In the closing paragraph, restate the main point(s) of the letter and include a call to action.]

Respectfully,

[Sender’s Signature]

[Sender’s Name]

[Sender’s Title]

[Sender’s Email Address]

[Sender’s Phone Number]