Sender Name and Title

Sender Address

Sender Phone Number/Email Address

To

Recipient Name and Title

Recipient Address

Recipient Phone Number/Email Address

[Date]

Dear Sir/Madam/ Recipient Name and Title / To the Director of Company/ all whom it may concern,

My name is [Sender Name] and I am [Sender Role in the letter] identified by [information]. I’m writing in regard to [Purpose of the letter].

[Details about the purpose of the letter]

Thank you in advance for your [support/response/effort]. I hope I provided all the information you need in order to [call to action] by [due date]. I am available for further discussion if needed.

I look forward to hearing from you,

Sincerely,

[Sender Name and Signature]