Date

Mr./Ms./Mrs./Dr. Full Name of Recipient

Title of Recipient, Company

Street Address

City, State Zip

Dear Mr./Ms./Mrs./Dr. Last Name of Recipient:

Paragraph 1. This is the introduction to the letter. This paragraph should provide a overview of the letter and catch the reader’s attention.

Paragraph 2. Be sure to add a space between paragraphs. Remember not to indent the first sentence of the paragraph.

Sincerely,

Name of Person Signing, Credentials if Applicable

Title of Person Signing

Initials of Person Signing (upper case)/Initials of Person Typing Letter (lower case)

Enclosures (if applicable – if no enclosures delete it)

cc: Name and Agency of Person(s) Receiving a courtesy copy