123 Street Name

City, State, Zip Code

company@email.com

Today’s date

John Smith

Director of Operations

The Company Name

456 Street Name

City, State, Zip Code

Dear Mr. Smith:

This paragraph should include a friendly but professional opening and the main point(s) of the letter. Keep this paragraph brief and to the point.

In this paragraph, justify the importance of the main point and provide compelling and persuasive reasoning. You can use facts, data, and other metrics to support your point.

In this and any subsequent paragraphs, continue to provide background information and supporting details to justify your main point(s). Remember to keep your sentences brief and to the point.

Close your letter by restating the main point(s) and requesting an action to be taken by the reader.

Sincerely,

[Sender’s signature]

Sender’s Name

1 (800) 123-4567

myemail@company.com