

BUSINESS FORMAT LETTER

[Your Name]

[Your Address]

[Your City, State, Zip code]

[Your Email Address]

[Today's Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[Recipient City, State, Zip code]

Dear [Recipient's Name]

[Body Paragraph]

Sincerely,

[Your Signature]

Digital Signature Not Accepted