[Pick the date]

[Type the recipient name]

[Type the recipient address]

RE: [Type the account or reference or subject]

[Type the salutation]

Introductory paragraphs call attention to common ground or timely news that relates the purpose of the letter with the shared values of the sender and the recipient.

Middle paragraphs provide further detail, examples, or instructions.

Closing paragraphs urge the recipient to action and express gratitude.

[Type the closing]

[Type the sender name]

[Type the sender title]

P.O. Box 519; MS 0000, Prairie View, TX 77446-0000 Phone (936) 000-0000 Fax (936) 000-0000

Signature