[Date]

[Recipient name]
[Role and organization]
[Address line]
[City and postal code]

[Subject]

Dear [Name],

[Open with the purpose of the letter and the main point the recipient needs to understand.]

[Provide the relevant context and supporting detail. Keep the paragraphs concise and explain any action, decision or commitment clearly.]

[State the requested response or next step, including a date if it matters.]

Sincerely,

[Name]
[Role]
[Verified contact details]