

[Title/Name]  
[Street Address]  
[City, St Zip]

[Today's Date]

[Name of Recipient]  
[Title]  
[Company]  
[Address]  
[City, St Zip]

Dear [Name of Recipient]: (If unknown, use To Whom It May Concern.)

[Short introduction paragraph, stating purpose]

[Additional information]

[Closing information, enclosure or thank you as appropriate]

[See Virtual Loan](#) for letter writing tips and a sample business letter.

Sincerely,

[Sign here for letters sent by mail or fax]

[Title/Name]  
[Title - if applicable]

Enclosure: #  
CC: