Date

Name

Company

Address

City, State Zip Code

Dear Mr./Ms. Last Name:

The first paragraph of your letter should provide an introduction as to why you are writing so that your reason for contacting the person is obvious from the beginning.

Then, in the following paragraphs, provide more information and specific details about your request or the information you are providing.

The last paragraph of your letter should reiterate the reason you are writing and thank the reader for reviewing your request. If appropriate, it should also politely ask for a written response or for the opportunity to arrange a meeting to further discuss your request.

Best regards,

Name goes here