

[COMPANY NAME]

[Street Address]

[City, State/Province Zip/Postal Code]

January 22, 2023

[Recipient Name]

[Address]

[City, State/Province Zip/Postal Code]

Dear [Recipient]:

[Type the body of your letter here]

Sincerely,

[Your name]

[Your position]

[Typist's initials]

Enclosure: [Number]

cc: [Name]