

[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]