Your Name

Street Address

City, PR Postal Code

Phone Number

Email Address

Date

Recipient’s Name

Street Address

City, PR Postal Code

Dear Recipient’s Name:

Body of the letter. Keep this single spaced but skip a line between each paragraph. Refer to the exemplars provided for instructions regarding content, as this will be dependent upon the purpose for your letter.

Sincerely,

*Signature*

Your Name