Your House/Building Number, Street Name

City, Province, Postal Code

Today’s Date

Name of Recipient

Title of Recipient

House/Building Number, Street Name

City, Province, Postal Code

Salutation,

First Paragraph – Why you are writing

Second Paragraph – More specific information and detail about the above.

Third paragraph – How you would like to follow-up. (If relevant)

Closing,

Your Signature

Your Name (printed)

Your title (if applicable)