To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: [Normally written in BOLD letters]**

Dear Sir/Madam,

Start the letter by mentioning the reason or reasons for writing this letter. Then briefly write your point of view on the same problem or problems.

The second paragraph must include the details of each point mentioned above.

In the last paragraph, ask the receiver for their help in solving your problem. Mention why they should be joining you in your cause and end the letter with a thanking note.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Address]