



Institution Name

Your Department or Division

February 12, 2026

Sender:

Your Name

Your Title

Your Address

City, State ZIP

your.email@institution.org

Recipient:

Recipient Name

Recipient Title

Company Name

Company Address

City, State ZIP

Subject: Formal Communication Regarding [Topic]

Dear Mr./Ms. [Recipient Last Name],

[Your letter content goes here. This template provides ample space for professional correspondence with proper formatting and spacing.]

Sincerely,

Your Name

Your Title