

Your Name
Your Street Address
Your City, State, ZIP
your.email@example.com

Date: February 12, 2026

Recipient Name
Recipient Title
Company Name
Company Address
City, State, ZIP

Dear Recipient Name,

Re: Subject of the Letter

I am writing to formally request...

By using the 'article' class, you have full control over the layout. This method is highly compatible with all LaTeX compilers (pdflatex, xelatex, lualatex) and works flawlessly in Neovim.

Best regards,

Your Name