May 18, 2017

Company Name That You Are Writing To

ATTN: Management

PO Box 1234

Anywhere, SC 58702

RE: **THIS IS WHY YOU’RE WRITING**

To Whom It May Concern,

I need to tell you something and I decided to write a letter to do it with. I hope you enjoy reading this letter as much as I have enjoyed writing it. You must really read fast, because you’re all finished.

Also, if you could send me an email when you finish reading this letter, that would be great!

Sincerely,

Your Name