**Sender's Name**  
**Name of the Organization**  
**Sender's Address**  
  
**Date**  
  
**To Whom It May Concern**  
**Name of Recipient's Organization**  
**Address**  
  
**Reference/Subject:** Here the purpose of the letter is mentioned in brief. (In a line or two)  
  
**Dear Sir/Madam,**  
I, (sender's name), am writing this letter, to / for........  
(You should introduce yourself in the opening paragraph of the letter so as to make the reader familiar)  
  
**Paragraphs 2, 3:** Include the purpose of the letter, your intentions or demands or requests or complaints, or the main subject of the letter. You should make sure that you are precise, clear and to the point.  
  
**Closing Lines:** The sender is expected to thank the recipient. The sender can also add his contact number, e-mail ID for further communication.  
  
**Sincerely,**  
**(Signature and name)**