Your letterhead, if desired; if not, your return address

Date of letter-month, day, and year

Recipient's first and last names  
Company name  
Street or P.O. box address  
City, State ZIP code

Dear recipient's name:

I am writing on behalf of my son, Bob, who is on the local baseball team. He has told me, and I have observed, that on numerous occasions during the current baseball season, he has been unfairly excluded from fully participating in baseball games and activities. Needless to say, this has created some serious interpersonal and confidence issues for Bob.

Please call me as soon as possible at 383-3829 so that we can discuss this issue and determine the best way to resolve this. Thanks for your time and for working with us to create a positive outcome for this situation.

Sincerely,

Signature

Sender's first and last names