[Location], Tuesday, March 7, 2023

[Name], [Title]

[Address]

(Write the information of the person who will receive your letter)

**Subject: [Write the purpose of your letter]**

Calling form [Mr./Ms.],

[Explain why you are writing this letter. This is where you can communicate all the information and ask all your questions. Do not forget to be specific and concise].

Cordially,

[Sign your letter]

[Name], [Title]

[Address]

(Write your information)