

Student Name
[Company Name]
[Street Address]
[City, ST ZIP Code]
[Date]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, ST ZIP Code]

Dear [Recipient Name]:

Paragraph 1: introductory paragraph. Who are you and why are you writing?

Paragraph 2: information you want to share about your reading of the book, or your own life, or your feedback or commentary.

Paragraph 3: any questions you have

Paragraph 4: Thank you paragraph

Sincerely,

Student Name
[Title]

Enclosure