

## Write a Letter to the Chairman - Sample Format

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Chairman's Name]  
[Organization/Company Name]  
[Company Address]  
[City, State, Zip Code]

Subject: [Subject of the Letter]

Dear [Chairman's Name],

I am writing to bring to your attention [state the purpose of your letter concisely].

[Body of the Letter: This is where you provide the details or explanation related to the subject of the letter. Be clear, concise, and organized in your writing.]

[Closing: This is where you conclude your letter. You can express gratitude, suggest further action, or provide contact information if necessary.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]