

[DATE – e.g., June 1, 2026]

[RECIPIENT NAME]

[RECIPIENT COMPANY / TITLE]

[RECIPIENT ADDRESS]

Dear [NAME],

[Subject line of the letter]

[Body paragraph 1 – what this letter is about, in plain language.]

[Body paragraph 2 – context or details.]

[Body paragraph 3 – what you're asking for or proposing.]

Thank you for your time and consideration.

Sincerely,

Michael Finn McKool

Founder, Writer / Director, McKool Productions