

**\*\*Letter Formatting Tips for Attachments and CC Section\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Body of the letter...]

Sincerely,

[Your Name]

**\*\*Attachments:\*\***

1. [Attachment Title 1]

2. [Attachment Title 2]

**\*\*CC:\*\***

[Name 1, Title, Company]

[Name 2, Title, Company]