

[Your Organization's Logo]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Body of the letter: Use simple language and short sentences. Include the following elements:]

1. **Greeting**: A warm and friendly opening.

2. **Introduction**: Briefly introduce yourself and the purpose of the letter.

3. **Main Message**: Clearly outline the information you want to share. Use bullet points or numbered lists to enhance readability.

4. **Conclusion**: Wrap up with a positive note and encourage further communication.

5. **Contact Information**: Provide a way for the recipient to reach out. Include phone number and email.

[Optional: Include tactile elements or large print if applicable.]

Thank you for your time!

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Phone Number]

[Your Email Address]