

****Letter Content Guidelines for Blind Recipients****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Introduce the purpose of your letter clearly and concisely.]

[Body paragraph 1: Provide detailed information or context related to the purpose of the letter, ensuring clarity and straightforward language.]

[Body paragraph 2: Include any important dates, actions required, or next steps, presented in a logical order.]

[Closing paragraph: Summarize the key points and express your willingness to provide further assistance or information if needed.]

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]

****Note:**** Ensure the letter is formatted with sufficient spacing, use a font that is easy to read, and consider providing alternative formats if necessary (e.g., Braille, audio).