

****BZEE Letter Outline****

1. **Your Address**

- [Your Name]
- [Your Street Address]
- [City, State, Zip Code]
- [Email Address]
- [Phone Number]
- [Date]

2. **Recipient's Address**

- [Recipient's Name]
- [Recipient's Title/Position]
- [Company/Organization Name]
- [Company Street Address]
- [City, State, Zip Code]

3. **Salutation**

- Dear [Recipient's Name],

4. **Introduction**

- Briefly introduce yourself and the purpose of the letter.

5. **Body Paragraph 1**

- Discuss the first main point related to your purpose.

6. **Body Paragraph 2**

- Elaborate on the second main point, providing details and examples.

7. **Body Paragraph 3**

- Include additional information or a counterargument, if applicable.

8. **Conclusion**

- Summarize your main points and state your desired outcome or next steps.

9. **Closing**

- Sincerely,
- [Your Name]