CGI Federal Correspondence Style Guide Template

[Your Name]
[Your Job Title]
[Department/Office Name]
CGI Federal
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Briefly introduce the purpose of your correspondence. Be clear and concise.]

[Middle paragraphs: Provide detailed information, organized logically. Use bullet points or numbered lists when necessary to enhance readability. Include relevant data or supporting evidence to strengthen your message.]

[Closing paragraph: Summarize key points, restate your request or call to action, and express appreciation for their attention and assistance.]

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]
[Your Job Title]

Note: Ensure to adjust the tone and formality based on the recipient and context. Use consistent formatting for headings, bullet points, and lists throughout the document.