

**\*\*Letter Writing Guidelines Template\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[School Name]

[School Address]

[City, State, Zip Code]

Dear [Recipient's Name],

**\*\*Opening Paragraph:\*\***

Begin with a friendly greeting and state the purpose of your letter.

**\*\*Body Paragraph(s):\*\***

- Provide background information if necessary.
- Discuss key points or topics you want to address.
- Be clear and concise, using paragraphs to separate different ideas.

**\*\*Closing Paragraph:\*\***

- Summarize your main points.
- Express any necessary follow-up actions or responses.

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

Sincerely,

[Your Name]

[Your Title/Position, if applicable]