

****Outline for FVP Letter Correspondence****

1. **Header**

- Date
- Sender's Name
- Sender's Title
- Sender's Address
- Recipient's Name
- Recipient's Title
- Recipient's Address

2. **Salutation**

- "Dear [Recipient's Name],"

3. **Introduction**

- Purpose of the letter
- Brief overview of connection/relationship

4. **Body**

- ****Section 1: Background Information****
- Context or relevant history
- ****Section 2: Key Points/Updates****
- Important considerations or information to share
- ****Section 3: Call to Action****
- Specific requests or next steps

5. **Conclusion**

- Summary of key points
- Expression of appreciation

6. **Closing**

- "Sincerely,"
- [Your Name]
- [Your Title]
- [Your Contact Information]

7. **Attachments (if any)**

- List of attached documents or additional materials