

****GQ Exam Letter Format Checklist****

1. **Sender's Information**

- Name:
- Address:
- City, State, ZIP Code:
- Email:
- Phone Number:
- Date:

2. **Recipient's Information**

- Name:
- Title:
- Organization:
- Address:
- City, State, ZIP Code:

3. **Subject Line**

- Subject: [Clearly state the purpose of the letter]

4. **Greeting/Salutation**

- Dear [Recipient's Name/Title],

5. **Introduction**

- Brief introduction of yourself and purpose of the letter.

6. **Body of the Letter**

- Paragraph 1: State the main points or concerns regarding the GQ exam.
- Paragraph 2: Provide supporting details or examples.
- Paragraph 3: Outline any specific requests or actions needed.

7. **Conclusion**

- Summarize your points and reiterate your request.

8. **Closing**

- Sincerely,
- [Your Name]
- [Your Title/Position if applicable]

9. **Attachments**

- [List any documents included with the letter, if applicable]

10. **Proofread**

- Check for spelling and grammatical errors.
- Ensure the format is consistent and professional.

****End of Template****