

****GJK Letter Outline Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

****1. Introduction****

- Briefly introduce the purpose of the letter.
- State your relationship to the recipient or the context of the conversation.

****2. Background Information****

- Provide relevant background information that supports the purpose of your letter.
- Mention any previous discussions, meetings, or correspondence.

****3. Main Points****

- Clearly outline the main points you wish to convey.
- Point 1
- Point 2
- Point 3

****4. Call to Action****

- Specify what you would like the recipient to do in response.
- Suggest possible next steps or proposals.

****5. Conclusion****

- Summarize your primary message.
- Express gratitude for the recipient's time and consideration.

Best regards,

[Your Name]