GZ File Letter Formatting Guidelines
Header
- Sender's Name
- Sender's Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date
Recipient Information
- Recipient's Name
- Recipient's Title
- Organization Name
- Recipient's Address
- City, State, Zip Code
Salutation
- Dear [Recipient's Name],
Body
- **Opening Paragraph:**
 - State the purpose of the letter clearly.
- **Middle Paragraphs:**
 - Provide details, supporting information, and any requests.
- **Closing Paragraph:**
 - Summarize the key points and express appreciation.
Closing
- Sincerely,
- [Your Name]
- [Your Title] (if applicable)
Enclosure
- (if applicable)
- Enclosure: [Description of enclosed material]