

****Template for GZ Format Letters****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Insert introductory paragraph stating the purpose of the letter.]

[Insert main body paragraph(s) providing the necessary details and context.]

[Insert closing paragraph summarizing the purpose and any call to action or next steps.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title] (if applicable)

[Your Company/Organization] (if applicable)

[Enclosure: if applicable]