IYCC Letter Outline for Reports
1. **Header**
 - Date
 - Sender's Name
 - Sender's Address
 - Recipient's Name
 - Recipient's Address
2. **Salutation**
 - "Dear [Recipient's Name or Title],"
3. **Introduction**
 - Brief purpose of the letter
 - Context of the report
4. **Summary of Findings**
 - Key points from the report
 - Important data or statistics
5. **Recommendations**
 - Suggested actions based on findings
 - Justification for each recommendation
6. **Conclusion**
 - Recap of the importance of the report
 - Call to action or next steps
7. **Closing**
 - "Sincerely," or "Best regards,"
 - Sender's Signature (if sending a hard copy)
 - Sender's Printed Name
 - Sender's Title
8. **Attachments**
 - List of any attached documents or reports