

**\*\*JJSC Letter Structure Template\*\***

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[Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening Statement - Brief introduction and purpose of the letter.]

[Body Paragraph 1 - Elaborate on the main points or requests, providing relevant details.]

[Body Paragraph 2 - Include any supporting information or background that clarifies your request.]

[Body Paragraph 3 - Address potential questions or concerns the recipient may have.]

[Closing Statement - Summarize key points and express any desired actions or follow-up.]

Thank you for your attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

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