

[Your Name]
[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],

I hope this message finds you well. I am writing to provide a detailed explanation of the rules for the game of Jeopardy, which I believe will enhance your understanding and enjoyment of the game.

1. **Game Structure**: Jeopardy consists of three rounds: the Jeopardy round, the Double Jeopardy round, and Final Jeopardy.
2. **Answering Format**: Contestants must respond in the form of a question, for example, "What is...?" or "Who is...?".
3. **Categories and Clues**: Each round features six categories, each containing five clues of increasing monetary value.
4. **Daily Doubles**: One clue in each of the first two rounds is a "Daily Double," where the contestant can wager any amount of their current score.
5. **Final Jeopardy**: Contestants wager an amount of their earnings before seeing a single clue and must write down their responses.
6. **Winning the Game**: The contestant with the highest score at the end of Final Jeopardy is declared the winner.

Please feel free to reach out if you require any further clarification on these rules. I look forward to our upcoming game and hope this information proves helpful.

Best regards,

[Your Name]