JGL Correspondence Style Template Example

[Your Name]
[Your Title]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph - State the purpose of the letter and introduce your main points.]
[Second paragraph - Provide supporting details, facts, or arguments related to the purpose.]
[Closing paragraph - Recap the main points, suggest actions, or express appreciation for the recipient's attention.]
Sincerely,
[Your Name]
[Your Title]
[Your Company/Organization]

This template can be modified to suit your specific correspondence needs while adhering to the JGL style.