

****JGL Letter Structure Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Introduction: State the purpose of the letter succinctly.]

[Body Paragraph 1: Provide background information or context related to the purpose.]

[Body Paragraph 2: Present your main points, arguments, or requests clearly and concisely.]

[Body Paragraph 3: Offer any additional information, evidence, or explanations as necessary.]

[Conclusion: Summarize your main point and express any expectations or next steps.]

Sincerely,

[Your Name]