

****JGL Letter Writing Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and state the purpose of your letter. Mention any relevant connections or context.]

[Body paragraph 1: Provide more details about the purpose of your letter. This could include specific information, questions, or requests.]

[Body paragraph 2: If necessary, add additional supporting information or context. You can also express your thoughts or opinions related to the matter.]

[Closing paragraph: Summarize your main points and reiterate any requests. Thank the recipient for their time and consideration.]

Sincerely,

[Your Name]

[Your Position, if applicable]

[Your Contact Information]