

**\*\*MGM Corporate Communication Letter Outline\*\***

**1. \*\*Header\*\***

- Company Logo
- Company Name
- Address
- Date

**2. \*\*Recipient Information\*\***

- Name
- Title
- Company Name
- Address

**3. \*\*Salutation\*\***

- "Dear [Recipient's Name],"

**4. \*\*Introduction\*\***

- Brief introduction of the purpose of the letter
- Context of the communication (e.g., recent event, announcement)

**5. \*\*Body\*\***

- **\*\*Main Message\*\***
- Clear, concise statement of the key points
- **\*\*Supporting Information\*\***
- Relevant data, statistics, or quotes
- Explanation of implications or actions
- **\*\*Call to Action\*\***
- Specific actions requested or next steps

**6. \*\*Conclusion\*\***

- Summary of key points
- Expression of appreciation or support

**7. \*\*Closing\*\***

- Professional closing statement (e.g., "Sincerely,")
- Signature
- Printed Name
- Position Title

**8. \*\*Attachments (if any)\*\***

- List of any documents attached to the letter

**9. \*\*CC (Carbon Copy)\*\***

- List of additional recipients, if applicable