

### ### NLDC Letter Preparation Checklist

#### 1. \*\*Header Information\*\*

- ☐ Company Logo
- ☐ Company Name
- ☐ Address
- ☐ Phone Number
- ☐ Email Address
- ☐ Date

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

- ☐ Recipient's Name
- ☐ Recipient's Position
- ☐ Company/Organization Name
- ☐ Address

#### 3. \*\*Subject Line\*\*

- ☐ Clear and Concise Subject

#### 4. \*\*Salutation\*\*

- ☐ Appropriate Greeting (e.g., "Dear [Recipient's Name],")

#### 5. \*\*Introduction\*\*

- ☐ Purpose of the Letter

#### 6. \*\*Body Content\*\*

- ☐ Detailed Explanation of NLDC
- ☐ Relevant Facts and Data
- ☐ Any Required Attachments Mentioned

#### 7. \*\*Action Items\*\*

- ☐ Specific Requests or Actions Needed
- ☐ Deadlines if applicable

#### 8. \*\*Closing Statement\*\*

- ☐ Thank You Note
- ☐ Invitation for Further Discussion

#### 9. \*\*Signature\*\*

- ☐ Printed Name
- ☐ Job Title
- ☐ Signature Handwritten (if applicable)

#### 10. \*\*Attachments\*\*

- ☐ List of Attached Documents

#### 11. \*\*Review and Edit\*\*

- ☐ Proofread for Spelling/Grammar
- ☐ Confirm Accuracy of Information

#### 12. \*\*Final Check\*\*

- ☐ Ensure Professional Tone
- ☐ Verify Recipient's Address and Contact Information

### ### Note

- Ensure compliance with any specific guidelines or protocols related to NLDC letters.