OEM Letter Format Checklist for GEM Submissions
1. **Header**
 - Company Name
 - Company Address
 - City, State, Zip Code
 - Phone Number
 - Email Address
 - Date
2. **Recipient Information**
 - Recipient Name
 - Recipient Title
 - Organization Name
 - Organization Address
 - City, State, Zip Code
3. **Subject Line**
 - Clear and concise subject line indicating purpose (e.g., "OEM Partnership Agreement Submission")
4. **Salutation**
 - Appropriate greeting (e.g., "Dear [Recipient's Name],")
5. **Introduction Paragraph**
 - Brief introduction of your company
 - Purpose of the letter
6. **Body Paragraphs**
 - Detailed information regarding the OEM submission
 - Key product or service details
 - Explanation of benefits and value proposition
 - Any necessary compliance details or references to specifications
7. **Conclusion Paragraph**
 - Summary of key points
 - Invitation for further discussion or questions
8. **Closing**
 - Professional closing statement (e.g., "Sincerely,")
9. **Signature**
 - Handwritten (if sending hard copy) or electronic signature
 - Printed name
 - Title
 - Company name (if not included in the header)
10. **Attachments**
 - List of any enclosed documents (e.g., product specifications, agreements, etc.)
11. **CC (Carbon Copy)**
 - List of others who should receive a copy of the letter, if applicable.