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**Office Staff Letter Writing Guidelines Template**
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**[Your Company Letterhead]**
**Date:** [Insert Date]
**To:** [Recipient's Name]
**[Recipient's Title]**
**[Company/Organization Name]**
**[Address Line 1]**
**[Address Line 2]**
**[City, State, Zip Code]**
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**Subject:** [Brief Subject of the Letter]
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**Dear [Recipient's Name],**
[Opening Paragraph: State the purpose of the letter clearly and
concisely.]
[Body Paragraph(s): Provide detailed information, relevant context, and
any necessary instructions or information. Use paragraphs to separate
different ideas.]
[Closing Paragraph: Summarize the key points or reiterate the main
purpose of the letter. Include a call to action if necessary.]
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**Sincerely,**
[Your Name]
[Your Job Title]
[Your Department]
[Your Phone Number]
[Your Email Address]
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**Enclosures:** [List any enclosed documents, if applicable]
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**CC:** [List individuals you are copying on this letter, if applicable]
---
**Bcc:** [List individuals who receive a blind copy of this letter, if
applicable]
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**[Footnote or Disclaimer, if necessary]**
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**End of Template**
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