

****Hierarchical Pyramid Letter Outline Template****

****I. Introduction****

- A. Purpose of the letter
- B. Brief overview of main points

****II. Main Point 1****

- A. Explanation or detail
- B. Supporting evidence or example
- C. Implications or consequences

****III. Main Point 2****

- A. Explanation or detail
- B. Supporting evidence or example
- C. Implications or consequences

****IV. Main Point 3****

- A. Explanation or detail
- B. Supporting evidence or example
- C. Implications or consequences

****V. Conclusion****

- A. Summary of key points
- B. Call to action or final thoughts