Pyramid Letter Template Example
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
1. Main Point
- Clearly state the purpose of your letter in one or two sentences.
2. Key Supporting Information
- Present the most important details, evidence, or context that supports your main point. Use bullet points if necessary.
3. Additional Supporting Details
- Include any additional background information that may be relevant but is less critical than the key supporting information.
4. Conclusion / Call to Action
- Summarize the main point again and suggest any next steps or actions you'd like the recipient to take.
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]
[Your Job Title/Position] (if applicable)
[Your Contact Information]