

****QJE Letter Presentation Tips Template****

****[Your Name]****

****[Your Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Phone Number]****

****[Date]****

****[Recipient's Name]****

****[Recipient's Title]****

****[Recipient's Institution or Organization]****

****[Address]****

****[City, State, Zip Code]****

Dear [Recipient's Name],

****Subject: [Brief Description of the Letter's Purpose]****

1. ****Introduction****

- State the purpose of your letter clearly.
- Briefly introduce yourself and your affiliation.

2. ****Main Body****

- Clearly outline your main points.
- Use bullet points or numbered lists for clarity.
- Provide necessary details supporting your main message.

3. ****Conclusion****

- Summarize your key points.
- State any actions requested or next steps.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

****Tips:****

- Use a professional font (e.g., Times New Roman, Arial).
- Keep it concise and focused.
- Proofread for grammar and clarity.