QJE Letter Structure Template
1. **Header**
 - Sender's Name
 - Sender's Address
 - City, State, Zip Code
 - Email Address
 - Phone Number
 - Date
2. **Recipient Information**
 - Recipient's Name
 - Recipient's Title
 - Organization Name
 - Organization Address
 - City, State, Zip Code
3. **Subject Line**
 - Subject: [Brief Topic of the Letter]
4. **Salutation**
 - Dear [Recipient's Name],
5. **Introduction**
 - Introduce yourself and state the purpose of the letter.
6. **Body**
 - Paragraph 1: Explain the background or context.
 - Paragraph 2: Provide details or arguments to support your purpose.
 - Paragraph 3: Include any relevant information or additional points.
7. **Conclusion**
 - Summarize your main points or requests.
 - Invite a response or further communication if necessary.
8. **Closing**
 - Thank the recipient for their time.
 - Sincerely,
 - [Your Name]
 - [Your Title, if applicable]
9. **Attachment (if any)**
 - List of attached documents or materials.