

****QKA Letter Writing Style Guide****

****Font and Formatting:****

- Font: Arial, 12pt
- Line Spacing: 1.5
- Margins: 1 inch on all sides
- Alignment: Left-aligned

****Header:****

- Your Name
- Your Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

****Recipient's Information:****

- Recipient Name
- Recipient Title
- Company/Organization Name
- Address
- City, State, Zip Code

****Salutation:****

- Dear [Recipient's Name],
(e.g., Dear Ms. Smith,)

****Body:****

- ****Paragraph 1:**** Introduction
 - State purpose of the letter clearly.
- ****Paragraph 2:**** Main Content
 - Provide details, arguments, or information relevant to the purpose.
- ****Paragraph 3:**** Conclusion
 - Summarize your key points and state any call to action.

****Closing:****

- Sincerely,
- [Your Signature (if sending a hard copy)]
- Your Typed Name
- Your Position (if applicable)

****Attachments:****

- (If applicable, include a note about any attachments following your name)

****Example:****

John Doe
123 Main Street
Anytown, ST 12345
john.doe@email.com
(123) 456-7890
October 1, 2023

Jane Smith
Director of Operations
ABC Company
456 Elm Street
Othertown, ST 67890

Dear Ms. Smith,

I am writing to express my interest in collaborating on your upcoming project. With my experience in project management, I believe I can contribute significantly to achieving your goals.

Over the past three years, I have successfully led several initiatives that align with your objectives. My skills in team coordination and strategic planning have resulted in increased efficiency and project success.

I would appreciate the opportunity to discuss this collaboration further. Please let me know a convenient time for you to meet.

Sincerely,

John Doe
Project Manager
