

****Template for QKL Letter Writing****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: State the purpose of your letter in a clear and concise manner. Provide any necessary background information.]

[Body paragraph(s): Elaborate on the subject. Include relevant details, reasons, or arguments to support your purpose. Use clear and logical structure to make your points.]

[Closing paragraph: Summarize your message and indicate any action you would like the recipient to take. Thank them for their time and consideration.]

Sincerely,

[Your Name]
