

**\*\*QNE Letter Outline Example\*\***

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

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

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

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

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

**\*\*[Date]\*\***

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

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

**\*\*[Recipient's Organization]\*\***

**\*\*[Organization Address]\*\***

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

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**\*\*Subject: [Subject of the Letter]\*\***

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**\*\*Greeting:\*\***

Dear [Recipient's Name],

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**\*\*Introduction:\*\***

- Briefly introduce yourself.
- State the purpose of the letter.

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**\*\*Need:\*\***

- Explain the need or issue at hand.
- Provide relevant context or background information.

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**\*\*Evidence:\*\***

- Present supporting evidence or examples.
- Use data, testimonials, or case studies to back up your claims.

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**\*\*Decision:\*\***

- Suggest a potential course of action or decision needed.
- Clearly articulate what you want the recipient to do.

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**\*\*Conclusion:\*\***

- Summarize the key points.
- Express your willingness to discuss further or provide additional information.

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**\*\*Closing:\*\***

Thank you for your consideration.

Sincerely,

[Your Name]

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**\*\*Attachments (if any):\*\***

[List any attached documents]

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