

****QYMC Letter Format Checklist****

1. ****Header****
 - Organization Name
 - Address
 - Phone Number
 - Email
 - Date
2. ****Recipient Information****
 - Recipient Name
 - Title
 - Organization Name
 - Address
3. ****Greeting****
 - Salutation (e.g., "Dear [Recipient's Name],")
4. ****Subject Line****
 - Clear subject related to QYMC
5. ****Body****
 - ****Introduction****
 - Purpose of the letter
 - ****Main Content****
 - Details regarding QYMC relevant information or inquiry
 - ****Conclusion****
 - Summary and any call to action
6. ****Closing****
 - Thank you note
 - Closing line (e.g., "Sincerely,")
7. ****Signature****
 - Your Name
 - Your Title
 - Your Organization
8. ****Enclosures (if applicable)****
 - List of included documents
9. ****CC (if applicable)****
 - List of copied recipients