

****QYMC Letter Writing Format****

1. **Sender's Address (Top Right Corner)**

- Name
- Street Address
- City, State, Zip Code
- Email (if applicable)
- Date

2. **Recipient's Address (Left Side Below Sender's Address)**

- Name
- Title (if applicable)
- Organization/Company Name
- Street Address
- City, State, Zip Code

3. **Salutation**

- Dear [Recipient's Name/Title],

4. **Introduction**

- Briefly introduce yourself and state the purpose of the letter.

5. **Body**

- Elaborate on your purpose with clear and concise points.
- Use paragraphs to separate different ideas or topics.

6. **Conclusion**

- Summarize any key points and state any actions you expect from the recipient.

7. **Closing**

- Sincerely,
- [Your Name]
- [Your Title (if applicable)]
- [Your Contact Information (if not included above)]

8. **Enclosures (if applicable)**

- List any additional documents included with the letter.

****Example:****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state purpose of the letter].

[Body of the letter with detailed information]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Enclosures: if applicable]