[Your Organization's Name]
Style Guide for Information Release Letters

---

1. Header
- Include organization logo
- Organization name
- Address
- Phone number
- Email address
- Date

2. Subject Line
- Clear and concise subject (e.g., "Information Release: [Topic/Subject]")

3. Greeting
- Use appropriate salutation (e.g., "Dear [Recipient's Name or Title],")

4. Introduction
- Clearly state the purpose of the letter.
- Mention any relevant background information or context.

5. Body
- Present the information in a clear and organized manner.
- Use bullet points for lists or important details.
- Include any necessary disclaimers or privacy notes.
- Maintain a professional tone throughout.

6. Conclusion
- Summarize key points.
- Offer assistance for further questions or clarification.

7. Call to Action
- Encourage the recipient to respond or take specific actions if necessary.

8. Closing
- Use a professional closing (e.g., "Sincerely," or "Best regards,")
- Include your name, title, and contact information.

9. Attachments
- List any attachments or supplementary materials.

10. Formatting
- Use standard fonts (e.g., Arial, Times New Roman).
- Keep font size between 10-12 pt.
- Use single spacing with a space between paragraphs.

Example Letter Template:

[Your Organization Logo]
[Your Organization Name]
[Your Organization Address]
[Your Organization Phone Number]
[Your Organization Email Address]
[Date]

Subject: Information Release: [Specific Topic]

Dear [Recipient's Name],

I am writing to inform you about [briefly state purpose]. [Provide background information if necessary.]

[Body of the letter presenting the information clearly, using bullet points if needed.]

In conclusion, [summarize the key points]. If you have any questions or require further information, please feel free to reach out to me.

Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]
Attachments: [List of attachments, if any]