

****TKZ Letter Format Guidelines****

1. **Sender's Information:**

- Name
- Address
- City, State, Zip Code
- Email
- Phone Number
- Date

2. **Recipient's Information:**

- Name
- Title
- Company/Organization
- Address
- City, State, Zip Code

3. **Subject Line:**

- Subject: [Brief Description of the Purpose of the Letter]

4. **Salutation:**

- Dear [Recipient's Name],

5. **Body:**

- ****Introduction:****
- State the purpose of the letter.
- ****Main Content:****
- Provide detailed information, arguments, and relevant details.
- ****Conclusion:****
- Summarize your points and state any desired outcomes or actions.

6. **Closing:**

- Sincerely, / Best regards,
- [Your Name]
- [Your Title, if applicable]

7. **Optional Additions:**

- Attachments: [List of Attachments, if any]
- CC: [Names of additional recipients, if necessary]