

****TTI Letter Framework Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****Topic:**** [Briefly state the main topic of the letter]

****Task:**** [Describe the task or action you want the recipient to consider]

****Impact:**** [Explain the impact of the task or topic, including potential benefits or consequences]

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company/Organization, if applicable]

[Your Contact Information]