

**\*\*TTI Letter Outline\*\***

1. **\*\*Header\*\***

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

2. **\*\*Recipient Information\*\***

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

3. **\*\*Salutation\*\***

- Dear [Recipient's Name],

4. **\*\*Introduction\*\***

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

5. **\*\*Body Paragraphs\*\***

- Paragraph 1: Discuss the first main point or concern.
- Paragraph 2: Elaborate on the second main point or additional details.
- Paragraph 3: Address any supporting evidence, data, or anecdotes.

6. **\*\*Conclusion\*\***

- Summarize key points and express your desired outcome or action.

7. **\*\*Closing\*\***

- Sincerely,
- [Your Name]
- [Your Title, if applicable]
- [Your Company/Organization, if applicable]
- [Any relevant attachments, if needed]