

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: TTI Letter Specification

We are pleased to provide you with the specifications for the TTI letter, as outlined below:

1. ****Format****

- Document Type: [e.g., PDF, Word]
- Page Size: [e.g., A4, Letter]
- Orientation: [e.g., Portrait, Landscape]

2. ****Content Requirements****

- Header: [e.g., Company logo, Contact information]
- Body: [e.g., Introduction, Main content, Conclusion]
- Footer: [e.g., Company tag line, Page numbers]

3. ****Font Specifications****

- Font Style: [e.g., Arial, Times New Roman]
- Font Size: [e.g., 12pt, 14pt]
- Line Spacing: [e.g., Single, 1.5 lines]

4. ****Color Scheme****

- Primary Color: [e.g., Hex code or RGB value]
- Secondary Color: [e.g., Hex code or RGB value]

5. ****Additional Requirements****

- Signature: [e.g., Digital signature, Printed signature line]
- Enclosures: [e.g., Attachments, Additional documents]

Please ensure that all specifications are followed accurately to maintain consistency and professionalism. Should you have any questions or require further clarification, feel free to reach out.

Thank you for your attention to these details.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]