

**\*\*TTY Correspondence Template\*\***

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[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Introductory paragraph: state the purpose of your correspondence.]

[Body paragraph 1: provide detailed information, context, or your request.]

[Body paragraph 2: include any necessary data, examples, or clarity to support your previous points.]

[Closing paragraph: summarize your request or main points and express any expectations for follow-up.]

Thank you for your time and consideration.

Sincerely,

[Your Name]

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