TTY Letter Expressions Guide Template

Letter Type: [Formal/Informal]
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]

Greeting:
Dear [Recipient's Name],

Opening Paragraph:
[State the purpose of your letter. Be clear and concise.]

Body Paragraphs:
[Provide additional details, express your points, or share relevant information. Use bullet points if necessary for clarity.]
- [Point 1]
- [Point 2]
- [Point 3]

Closing Paragraph:
[Summarize your main points, express your wishes or requests, and indicate what you hope to achieve next.]

Closure:
Sincerely,
[Your Name]
[Your Position/Title (if applicable)]
[Your Company/Organization (if applicable)]

Attachments (if any):
[Other documents you may be including with the letter]