

**\*\*TTY Letter Structure Outline\*\***

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

- Sender's Name
- Sender's Address
- City, State, Zip Code
- Email Address (optional)
- Phone Number (optional)
- Date

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

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

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

- Dear [Recipient's Name or Title],

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

- Purpose of the letter
- Brief introduction of the sender and context

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

- Main message or argument
- Supporting details or examples
- Additional points if necessary

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

- Summary of key points
- Call to action or next steps

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

- Sincerely/Best regards,
- [Your Name]

**8. \*\*Attachments (if applicable)\*\***

- List of any attached documents or files

**9. \*\*CC (if applicable)\*\***

- Names of individuals receiving a copy of the letter