

****TTY Message Format Template****

****To:**** [Recipient's Name]

****From:**** [Your Name]

****Date:**** [Date]

****Subject:**** [Subject of the Message]

****Message:****

Dear [Recipient's Name],

[Opening statement or greeting.]

[Main content of the message, including any important details, questions, or requests.]

[Closing statement or call to action.]

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Company Name]

****End of Message****