

****VK Education Letter Writing Guidelines****

1. **Sender's Address:**

- Your Name
- Your Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

2. **Recipient's Address:**

- Name of the Recipient
- Position (if applicable)
- Institution/Organization Name
- Address
- City, State, Zip Code

3. **Salutation:**

- Dear [Recipient's Name],

4. **Introduction:**

- State the purpose of your letter clearly and concisely.

5. **Body:**

- Paragraph 1: Provide background information relevant to your purpose.
- Paragraph 2: Discuss your main points or arguments.
- Paragraph 3: Include any supporting details or examples.

6. **Conclusion:**

- Summarize your points and state any action you wish the recipient to take.

7. **Closing:**

- Sincerely,
- [Your Name]
- [Your Title/Position (if applicable)]
- [Any Enclosures (if applicable)]

8. **Formatting:**

- Use a professional font (e.g., Times New Roman, Arial) in size 12.
- Keep margins at 1 inch.
- Use single or 1.15 line spacing.

9. **Proofreading:**

- Check for grammatical errors and clarity before sending.

10. **Follow-Up:**

- Consider setting a reminder to follow up if a response is not received within a specified timeframe.