

****Template for VQI Letter Writing****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening Paragraph: Introduce the purpose of your letter briefly.]

[Body Paragraph(s): Elaborate on the main points, providing necessary details, examples, or arguments.]

[Conclusion Paragraph: Summarize your main points or reiterate your request or purpose.]

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]