

**\*\*Vzcc Letter Writing Style Guide\*\***

**\*\*1. Formatting:\*\***

- Use standard letter size (8.5 x 11 inches)
- Margins: 1 inch on all sides
- Font: Arial or Times New Roman, 12 pt
- Line spacing: Single spaced with a space between paragraphs

**\*\*2. Header:\*\***

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

**\*\*3. Recipient's Information:\*\***

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

**\*\*4. Salutation:\*\***

- Use "Dear [Recipient's Name]"
- If unknown, use "To Whom It May Concern"

**\*\*5. Body:\*\***

- Introduction: Clearly state the purpose of the letter in the first paragraph.
- Main Content: Provide details in the following paragraphs, using bullet points if necessary for clarity.
- Conclusion: Summarize the main points and state any call to action or next steps.

**\*\*6. Closing:\*\***

- Use "Sincerely," or "Best regards,"
- Leave space for your signature
- Type your name below the signature

**\*\*7. Additional Elements:\*\***

- If applicable, include enclosures or attachments (e.g., "Enclosure: resume")
- Use a standard closing statement (e.g., "Thank you for your consideration.")

**\*\*8. Proofreading:\*\***

- Check for spelling and grammatical errors before sending.

**\*\*Sample Template:\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: State the purpose of the letter.]  
[Main Content: Provide detailed information and rationale.]  
[Conclusion: Summarize and state any desired actions.]

Sincerely,  
[Your Name]  
[Your Title (if applicable)]  
[Enclosures (if any)]  
\*\*End of Template\*\*