

**\*\*WFMZ Letter Writing Style Guide Template\*\***

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**\*\*[Your Name]\*\***

**\*\*[Your Address]\*\***

**\*\*[City, State, Zip Code]\*\***

**\*\*[Email Address]\*\***

**\*\*[Phone Number]\*\***

**\*\*[Date]\*\***

**\*\*[Recipient's Name]\*\***

**\*\*[Recipient's Title]\*\***

**\*\*[Company/Organization Name]\*\***

**\*\*[Recipient's Address]\*\***

**\*\*[City, State, Zip Code]\*\***

Dear [Recipient's Name],

**\*\*Opening Paragraph:\*\***

[State the purpose of your letter. Be clear and concise about why you are writing.]

**\*\*Body Paragraph(s):\*\***

[Provide more detail related to your purpose. Include any necessary background information, state your position, and support it with facts or examples. Use short and clear sentences to maintain readability.]

**\*\*Closing Paragraph:\*\***

[Summarize your main points and state any call to action or next steps you would like the recipient to take.]

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Title (if applicable)]

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**\*\*Note:\*\*** Maintain a formal tone throughout the letter and ensure proper grammar and punctuation.