

****WJSC Letter Writing Framework****

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

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

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

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

****[Date]****

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

****[Recipient's Title/Position]****

****[Recipient's Organization]****

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

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

****Subject: [Brief Subject of the Letter]****

Dear [Recipient's Name],

****1. Opening Statement:****

[Begin with a friendly greeting or reopening statement to establish rapport.]

****2. Purpose of Writing:****

[Clearly state the purpose of your letter in a concise manner.]

****3. Main Body:****

[Provide detailed information, arguments, or points relevant to the purpose. Organize into clear paragraphs if necessary.]

****4. Call to Action:****

[Suggest any actions you want the recipient to take or propose next steps.]

****5. Closing Statement:****

[Wrap up your letter with a polite conclusion.]

Thank you for your time and consideration.

Sincerely,

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

****[Your Position/Title, if applicable]****

****[Your Organization, if applicable]****
