

****WLWT Letter Style Guide Template****

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

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

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

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

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

****[Date]****

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

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

****[Organization's Name]****

****[Organization's Address]****

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

Dear [Recipient's Name],

[Opening paragraph: Introduce the purpose of your letter and any relevant context.]

[Body paragraph 1: Provide details, supporting information, or elaboration on the topic.]

[Body paragraph 2: Continue discussing additional points or arguments.]

[Closing paragraph: Summarize key points and express any desired outcomes or actions.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

****End of Template****