

****WLWT Letter Preparation Guide Template****

****[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],

****1. Subject Line: [Brief and Informative Subject]****

****2. Introduction****

- State the purpose of the letter clearly.
- Include any relevant background information.

****3. Body Paragraph 1: [Main Point 1]****

- Elaborate on your first main point.
- Provide details, examples, or evidence to support this point.

****4. Body Paragraph 2: [Main Point 2]****

- Introduce and explain your second main point.
- Use data, anecdotes, or testimonials as needed.

****5. Body Paragraph 3: [Main Point 3]****

- Discuss any additional points or considerations.
- Ensure clarity and relevance to the overall message.

****6. Conclusion****

- Summarize the key points made in the letter.
- State any call to action or next steps required from the recipient.

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

Sincerely,

[Your Name]

[Your Title/Position] (if applicable)

[Your Company/Organization] (if applicable)

****Tips for Personalization:****

- Customize each section based on the context and relationship with the recipient.
- Use a professional tone appropriate to the nature of the letter.
