

****WLWT Letter Checklist Template****

1. **Sender's Information**

- Name:
- Address:
- City, State, Zip Code:
- Email:
- Phone Number:

2. **Date**

- [Insert Date]

3. **Recipient's Information**

- Name:
- Title:
- Organization:
- Address:
- City, State, Zip Code:

4. **Subject Line**

- [Insert Subject Here]

5. **Greeting**

- Dear [Recipient's Name],

6. **Introduction**

- Briefly introduce yourself and the purpose of the letter.

7. **Body**

- Main point 1:
- Main point 2:
- Additional details or supporting information:

8. **Conclusion**

- Summarize key points and state any requests or desired outcomes.

9. **Closing**

- Sincerely,
- [Your Name]
- [Your Title, if applicable]

10. **Attachments (if any)**

- [List any attached documents]