

****WLWT Letter Outline for Business****

1. ****Header****
 - Company Name
 - Address
 - City, State, Zip Code
 - Phone Number
 - Email Address
 - Date
2. ****Recipient's Information****
 - Recipient Name
 - Title
 - Company Name
 - Address
 - City, State, Zip Code
3. ****Subject Line****
 - Concise and relevant subject
4. ****Greeting****
 - Formal salutation (e.g. "Dear [Recipient's Name],")
5. ****Introduction****
 - Brief introduction of yourself and your business
 - Purpose of the letter
6. ****Body****
 - ****Reason for Writing****
 - Clear statement of the main point
 - ****Details****
 - Supporting information, statistics, or facts
 - ****Call to Action****
 - What you want the recipient to do next
7. ****Closing****
 - Summary of key points or sentiments
 - Thank the recipient for their time
8. ****Signature****
 - Your Name
 - Your Title
 - Company Name
9. ****Enclosures (if any)****
 - List any attached documents or materials
10. ****CC (if applicable)****
 - List others who will receive a copy of the letter