

****Template Example for WLS Letter Writing****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

[Introduction: Briefly introduce yourself and the purpose of your letter.]

[Body Paragraph 1: Expand on the main point or request, providing any necessary details or context.]

[Body Paragraph 2: Include any additional information or supporting arguments related to your main point.]

[Closing Paragraph: Summarize your key message and state any desired outcome or next steps.]

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]