

****Effective Letter Outline Template****

1. **Sender's Information**

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

2. **Recipient's Information**

- Name
- Title
- Company/Organization Name
- Address
- City, State, Zip Code

3. **Salutation**

- Dear [Recipient's Name],

4. **Introduction**

- Briefly state the purpose of the letter.
- Mention any previous correspondence if applicable.

5. **Body Paragraphs**

- ****Paragraph 1:**** Detail the main message or issue.
- ****Paragraph 2:**** Provide supporting information, facts, or examples.
- ****Paragraph 3:**** Discuss any potential solutions, actions required, or requests.

6. **Conclusion**

- Summarize the key points.
- Express gratitude or reiterate the importance of the matter.

7. **Closing**

- Sincerely / Best regards / Yours truly,
- [Your Name]
- [Your Title/Position if applicable]

8. **Attachments (if any)**

- List any documents or materials included with the letter.