

**\*\*WZBG Letter Style Guide Template\*\***

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**\*\*[Your Name]\*\***  
**\*\*[Your Title]\*\***  
**\*\*[Your Organization]\*\***  
**\*\*[Your Address]\*\***  
**\*\*[City, State, Zip Code]\*\***  
**\*\*[Email Address]\*\***  
**\*\*[Phone Number]\*\***  
**\*\*Date: [Insert Date]\*\***  
**\*\*[Recipient's Name]\*\***  
**\*\*[Recipient's Title]\*\***  
**\*\*[Recipient's Organization]\*\***  
**\*\*[Recipient's Address]\*\***  
**\*\*[City, State, Zip Code]\*\***

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Dear [Recipient's Name],

[Introduction: Briefly state the purpose of the letter.]

[Body Paragraph 1: Provide detailed information or context related to the purpose.]

[Body Paragraph 2: Offer additional information or argumentation, if necessary.]

[Closing Paragraph: Summarize your main point and express a call to action or good wishes.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Organization]

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**\*\*Notes:\*\***

- Use a professional tone throughout the letter.
- Keep paragraphs concise and to the point.
- Ensure proper formatting with clear headings and spacing.