

****XXL Letter Formatting Guide****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Introduce the purpose of the letter. Be concise and clear.]

[Body of the letter: Elaborate on the main points. Use paragraphs to separate different ideas or sections.]

[Concluding paragraph: Summarize your points and state any actions you would like the recipient to take. Thank them for their time.]

Sincerely,

[Your Name]