XXL Letter Format Template
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Paragraph 1: Introduction - State the purpose of your letter.]
[Paragraph 2: Provide details and context regarding the subject.]
[Paragraph 3: Summarize your message and state any action required.]
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Job Title] (if applicable)
[Your Company/Organization Name] (if applicable)

Formatting Guidelines:
- Font: Times New Roman or Arial, Size 12
- Spacing: Single spaced, with a double space between paragraphs
- Margins: 1-inch on all sides
- Alignment: Left-aligned text