

## **\*\*Yahoo Mail Letter Formatting Guidelines\*\***

### **\*\*Subject Line:\*\***

- Keep it clear and concise (e.g., "Meeting Request" or "Follow-Up on Project").

### **\*\*Greeting:\*\***

- Use a formal greeting (e.g., "Dear [Recipient's Name]").

### **\*\*Body:\*\***

#### **1. \*\*Introduction:\*\***

- Briefly introduce the purpose of the email.
- E.g., "I hope this message finds you well."

#### **2. \*\*Main Content:\*\***

- Clearly state your message or request.
- Use paragraphs to separate different points.
- Be concise and to the point.

#### **3. \*\*Conclusion:\*\***

- Summarize the key points or restate your request.
- E.g., "I look forward to your response."

### **\*\*Closing:\*\***

- Use a formal closing phrase (e.g., "Sincerely," or "Best regards,").
- Include your name and any relevant contact information.

### **\*\*Formatting Tips:\*\***

- Use a standard font (e.g., Arial, Times New Roman) and size (10-12 pt).
- Use bullet points or numbered lists for clarity, if necessary.
- Avoid excessive capitalization or bold text.
- Ensure proper spacing between paragraphs for readability.