

****YJY Letter Guidelines for Students****

****[Your Name]****

****[Your Address]****

****[City, State, Zip Code]****

****[Email Address]****

****[Date]****

****[Recipient's Name]****

****[Recipient's Title/Position]****

****[School/Organization Name]****

****[Recipient's Address]****

****[City, State, Zip Code]****

Dear [Recipient's Name],

****Subject: [Clearly state the purpose of your letter]****

1. ****Introduction****

- Briefly introduce yourself (name, grade, etc.).
- State the purpose of your letter.

2. ****Body****

- Provide details relevant to the purpose (e.g., requests, concerns, or information sharing).
- Use clear, concise language.
- Organize your thoughts in a logical order.

3. ****Conclusion****

- Summarize your main points.
- Restate any requests or actions you wish to be taken.
- Thank the recipient for their time and consideration.

Sincerely,

[Your Name]

[Your Grade/Class]

[Your School]

****Note:**** Ensure proper formatting and check for spelling/grammar errors before sending your letter.