

**\*\*YJY Letter Structure Template\*\***

**1. \*\*Header\*\***

- Your Name
- Your Address
- City, State, Zip Code
- Email
- Phone Number
- Date

**2. \*\*Recipient's Information\*\***

- Recipient's Name
- Recipient's Title
- Company/Organization Name
- Address
- City, State, Zip Code

**3. \*\*Salutation\*\***

- Dear [Recipient's Name],

**4. \*\*Introduction\*\***

- Briefly introduce yourself and state the purpose of the letter.

**5. \*\*Body Paragraph(s)\*\***

- First Paragraph: [Main point or argument]
- Second Paragraph: [Supporting detail or evidence]
- Third Paragraph: [Additional information or further argument]

**6. \*\*Conclusion\*\***

- Summarize your main points and restate your purpose.

**7. \*\*Closing\*\***

- Thank the recipient for their time and consideration.
- Sincerely/Best regards,

**8. \*\*Signature\*\***

- [Your Handwritten Signature (if sending a hard copy)]
- [Your Typed Name]
- [Your Position (if applicable)]