

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

**\*\*Introduction\*\***

- Introduce yourself and your purpose for writing.
- State your position clearly.
- Hook the reader's attention with a compelling statement or question.

**\*\*Body Paragraph 1\*\***

- Present your main argument.
- Include relevant facts, statistics, or anecdotes that support your position.

**\*\*Body Paragraph 2\*\***

- Address a counterargument or opposing view.
- Refute this with evidence or reasoning to strengthen your argument.

**\*\*Body Paragraph 3\*\***

- Highlight the benefits of your proposal or request.
- Explain how it aligns with the interests of YKU or the recipient.

**\*\*Conclusion\*\***

- Recap your main points and restate your position.
- Include a call to action, encouraging the recipient to take a specific step.
- Thank the recipient for their time and consideration.

Sincerely,  
[Your Name]