

****ZModeler Letter Content Structure****

1. ****Header****
 - Your Name
 - Your Address
 - City, State, Zip Code
 - Email Address
 - Phone Number
 - Date
2. ****Recipient 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 the purpose of the letter.
5. ****Body****
 - Detailed explanation of your request or issue.
 - Relevant background information or context.
 - Specific points that need addressing.
 - Any supporting evidence or examples.
6. ****Conclusion****
 - Summarize your main points.
 - Clearly state your desired outcome or next steps.
7. ****Closing****
 - Thank the recipient for their time.
 - Use a closing phrase (e.g., Sincerely, Best regards).
8. ****Signature****
 - Your Signature (if sending a hard copy)
 - Your Typed Name
9. ****Enclosures (if necessary)****
 - List of any additional documents included with the letter.