

****ZM IJA Letter Formatting Template****

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

[Paragraph 1: Introduction - State the purpose of the letter.]

[Paragraph 2: Main content - Provide details and context.]

[Paragraph 3: Conclusion - Summarize the main points and state any call to action.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position] (if applicable)

[Your Company/Organization] (if applicable)