

****Zmija Letter Structure Outline****

1. ****Header****

- Sender's Address
- Date
- Recipient's Address

2. ****Salutation****

- Greeting (e.g., "Dear [Recipient's Name],")

3. ****Introduction****

- Purpose of the letter
- Brief background information

4. ****Body****

- ****Paragraph 1:**** Key point or main argument
- ****Paragraph 2:**** Supporting details or evidence
- ****Paragraph 3:**** Additional points or counterarguments

5. ****Conclusion****

- Summary of main points
- Final thoughts or call to action

6. ****Closing****

- Sign-off (e.g., "Sincerely," or "Best regards,")
- Sender's Name
- Optional Title or Position

7. ****Postscript (Optional)****

- Additional note or reminder