

**\*\*ZGO Letter Outline Template\*\***

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

- Sender's Name
- Sender's Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

**2. \*\*Recipient Information\*\***

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

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

- "Dear [Recipient's Name],"

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

- Purpose of the letter
- Brief introduction of the sender

**5. \*\*Main Body\*\***

- Section 1: Key Point 1
- Explanation and details
- Section 2: Key Point 2
- Explanation and details
- Section 3: Key Point 3
- Explanation and details

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

- Summary of key points
- Call to action or closing thoughts

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

- "Sincerely," / "Best regards,"
- Sender's Signature (if sending a hard copy)
- Sender's Typed Name
- Sender's Position (if applicable)

**8. \*\*Enclosures\*\* (if any)**

- List of attached documents or materials

**9. \*\*CC\*\* (if applicable)**

- List of other recipients

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(Note: Personalize the template where necessary.)