

****ZQI Letter Outline Format****

1. **Header**

- Your Name
- Your Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

2. **Recipient Information**

- Recipient Name
- Recipient Title
- Company/Organization Name
- Address
- City, State, Zip Code

3. **Subject Line**

- Subject: ZQI Letter Regarding [Specific Issue/Concern]

4. **Salutation**

- Dear [Recipient Name],

5. **Introduction**

- Briefly introduce yourself and the purpose of the letter.

6. **Body Paragraphs**

- ****Paragraph 1:**** Detail the issue or concern regarding ZQI.
- ****Paragraph 2:**** Provide supporting evidence or examples.
- ****Paragraph 3:**** State the impact of the issue on you or the organization.

7. **Conclusion**

- Summarize your thoughts and request action or a response.

8. **Closing**

- Thank the recipient for their attention.
- Sincerely,
- [Your Name]
- [Your Position, if applicable]

9. **Attachments (if any)**

- List any documents included with the letter.