

****ZRT Letter Format Style Guide****

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening Paragraph: Briefly introduce the purpose of the letter.]

[Body Paragraph 1: Provide necessary details or background information.]

[Body Paragraph 2: Elaborate on the main points, including any supporting data or specifics.]

[Closing Paragraph: Summarize the key points and state any call to action or next steps.]

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]