

****ZXP Letter Format Checklist****

1. ****Header****
 - Your Name
 - Your Address
 - City, State, Zip Code
 - Email Address
 - Phone Number
 - Date
 2. ****Recipient Information****
 - Recipient's Name
 - Recipient's Title
 - Company/Organization Name
 - Company Address
 - City, State, Zip Code
 3. ****Subject Line****
 - "Subject: [Brief Description of the Letter's Purpose]"
 4. ****Salutation****
 - "Dear [Recipient's Name],"
 5. ****Body Paragraphs****
 - ****Introduction****
 - Purpose of the letter
 - ****Main Content****
 - Relevant details/supporting information
 - ****Conclusion****
 - Summary of key points and next steps
 6. ****Closing****
 - "Sincerely," or "Best regards,"
 7. ****Signature****
 - Your handwritten signature (if sending a hard copy)
 - Your Typed Name
 8. ****Enclosures (if applicable)****
 - List any enclosed documents
 9. ****CC (if applicable)****
 - List of additional recipients
 10. ****Proofreading****
 - Check for spelling and grammar errors
 - Ensure clarity and conciseness
- **End of Checklist****