

****QJK Letter Structure Guide****

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
- Address
- City, State, Zip Code

3. **Salutation**

- Dear [Recipient's Name],

4. **Introduction**

- Briefly introduce yourself and the purpose of the letter.

5. **Body**

- ****Paragraph 1:**** Elaborate on the main point or reason for writing.
- ****Paragraph 2:**** Provide supporting details, facts, or anecdotes.
- ****Paragraph 3:**** Address any counterpoints or additional information.

6. **Conclusion**

- Summarize your main points and express any desired actions or thoughts.

7. **Closing**

- Sincerely,
- [Your Signature (if sending a hard copy)]
- [Your Typed Name]
- [Your Position (if applicable)]

8. **Enclosures/Attachments (if any)**

- List of documents included with the letter.