

****WKRC Letter Outline Template****
****[Your Name]****
****[Your Address]****
****[City, State, Zip Code]****
****[Email Address]****
****[Phone Number]****
****[Date]****
****[Recipient Name]****
****[Recipient Title]****
****[Company/Organization Name]****
****[Company Address]****
****[City, State, Zip Code]****
Dear [Recipient Name],
****Introduction:****
- State the purpose of the letter.
- Briefly introduce the topic or issue.
****Body:****
1. ****Point 1:****
- Explain the first point or issue.
- Provide supporting details or examples.
2. ****Point 2:****
- Discuss the second point or issue.
- Include relevant facts or information.
3. ****Point 3:****
- Address the third point or issue (if necessary).
- Offer additional insights or information.
****Conclusion:****
- Summarize the key points.
- State any calls to action or requests.
Thank you for your attention to this matter.
Sincerely,
[Your Name]