

**\*\*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]