

## **\*\*Letter Style Guide for Interacting with Government Officials\*\***

### **\*\*1. Formatting\*\***

- Use a standard business letter format.
- 1-inch margins on all sides.
- Font: Times New Roman or Arial, size 12.
- Single spacing with a double space between paragraphs.

### **\*\*2. Sender's Information\*\***

- Your Name
- Your Address
- City, State, Zip Code
- Email Address
- Phone Number
- Date

### **\*\*3. Recipient's Information\*\***

- Honorable [Title] [Full Name]
- [Position]
- [Department/Agency]
- [Address]
- City, State, Zip Code

### **\*\*4. Salutation\*\***

- Use "Dear [Title] [Last Name]:"

### **\*\*5. Body of the Letter\*\***

- **\*\*Introduction:\*\*** Briefly introduce yourself and state the purpose of your letter.
- **\*\*Main Content:\*\*** Clearly outline your message, concerns, or requests in a polite and respectful manner. Use bullet points if necessary for clarity.
- **\*\*Conclusion:\*\*** Restate your main point and express gratitude for their time and consideration.

### **\*\*6. Closing\*\***

- Use "Sincerely," or "Respectfully,"
- Your Signature (if sending a hard copy)
- Your Typed Name

### **\*\*7. Additional Elements\*\***

- Include any relevant attachments or documents.
- Use "cc" for copies sent to other individuals, if applicable.
- Keep a copy of the letter for your records.

### **\*\*Example Template\*\***

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[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Honorable [Title] [Full Name]

[Position]

[Department/Agency]

[Address]

City, State, Zip Code

Dear [Title] [Last Name]:

I hope this letter finds you well. My name is [Your Name], and I am writing to [state the purpose of your letter].

[Main content of the letter: clearly outline your message, concerns, or requests.]

Thank you for taking the time to consider my request. I appreciate your attention to this matter and look forward to your response.

Sincerely,

[Your Signature]

[Your Typed Name]

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**\*\*End of Template\*\***