

# Letter Template for Written Work Guidelines

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Guidelines for Written Work

Dear [Recipient's Name],

I hope this message finds you well. This letter serves as a guide for the expectations and standards for written work submissions within [Specify Course/Program/Department]. Please follow the outlined points below to ensure consistency and quality in your submissions:

- **Formatting:** All documents should be double-spaced, using a standard font (e.g., Times New Roman, 12 pt).
- **Length:** Papers should be [insert expected length] unless otherwise specified.
- **Citations:** Adhere to [insert citation style, e.g., APA, MLA] for all references.
- **Submission:** Submit your work via [insert submission method, e.g., email, learning management system] by the deadline of [insert deadline].

Should you have any questions regarding these guidelines, please do not hesitate to reach out. Your adherence to these standards is greatly appreciated.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]