

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Directive for Written Responses

Dear [Recipient Name],

I hope this message finds you well. This letter serves as a directive regarding the format and expectations for written responses moving forward.

Effective immediately, all written responses should adhere to the following guidelines:

- Responses must be submitted in written form only.
- Please ensure clarity and brevity in your correspondence.
- All written documents should be formatted according to our standard template.
- Timely responses are appreciated; please adhere to the deadlines specified in previous communications.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to reach out via email.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]