

Instruction for Written Correspondence

Date: _____

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. This correspondence serves as a formal instruction regarding our process for correspondence via written format.

1. All written correspondence should be addressed to the name and address listed above.
2. Ensure that your letters are clearly dated and signed.
3. Use professional language and format in all communications.
4. Respond to any inquiries within [number of days] days from receipt.
5. For urgent matters, consider following up with a phone call.

Thank you for your attention to this matter. Should you have any questions, feel free to reach out at your earliest convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]