Research Paper Style Guide

Date: [Insert Date]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide you with the style guide that should be followed for our research paper titled "*[Paper Title]*". Please adhere to the following guidelines:

Formatting

- Font: Times New Roman, 12 pt
- Line Spacing: Double-spaced
- Margins: 1-inch on all sides
- Page Numbers: Top right corner

Sections

1. Title Page
2. Abstract
3. Introduction
4. Methodology
5. Results
6. Discussion
7. Conclusion
8. References

Citations

All references must be in APA format. Please ensure that in-text citations are correctly formatted.

Thank you for your attention to these details. Should you have any questions or require further clarification, do not hesitate to reach out.

Sincerely,
[Your Name]
[Your Position]
[Your Institution]