

****Template for Formal Letter:****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Paragraph: Introduce yourself and state the purpose of your letter.]
[Body Paragraph(s): Provide detailed information regarding your purpose. Be clear and concise.]
[Closing Paragraph: Summarize your request or statement and suggest any necessary actions or follow-up.]
Sincerely,
[Your Name]

****Template for Informal Letter:****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
Dear [Friend's Name],
[Opening Paragraph: Start with a friendly greeting and inquire about their well-being.]
[Body Paragraph(s): Share news, updates, or stories. Feel free to express emotions and thoughts.]
[Closing Paragraph: End with warm wishes or an invitation to respond.]
Best,
[Your Name]

****Template for Email:****

Subject: [Subject of the Email]
Dear [Recipient's Name],
[Opening Paragraph: Briefly introduce the purpose of your email.]
[Body Paragraph(s): Expand on the topic, provide details, and include any necessary information.]
[Closing Paragraph: Conclude your email with a call to action or next steps.]
Best regards,
[Your Name]
[Your Contact Information]