

**\*\*MUET Letter Writing Format\*\***

**1. \*\*Sender's Address\*\***

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

**2. \*\*Recipient's Address\*\***

[Recipient's Name]  
[Recipient's Position/Title]  
[Recipient's Address]  
[City, State, Zip Code]

**3. \*\*Salutation\*\***

Dear [Recipient's Name/Title],

**4. \*\*Introduction\*\***

[State the purpose of your letter clearly and concisely.]

**5. \*\*Body\*\***

[Elaborate on the purpose, providing necessary details and arguments.  
This can be one or more paragraphs.]

**6. \*\*Conclusion\*\***

[Summarize the main points and include a call to action or final thoughts.]

**7. \*\*Closing\*\***

Yours sincerely,  
[Your Name]  
[Your Position/Title if applicable]  
[Contact Information] (if necessary)