

****Letter Writing Format Template****

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name/Title],

****Subject:**** [Subject of the Letter]

[Opening Paragraph: Introduce yourself and state the purpose of the letter.]

[Body Paragraphs: Provide detailed information or context. Use multiple paragraphs if necessary. Be clear and concise.]

[Closing Paragraph: Summarize key points and state any action required. Provide your contact information for further discussion.]

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position, if applicable]