

****Example 1: Formal Letter to the Principal****

[Your Address]

[City, State, Zip Code]

[Date]

The Principal

[School Name]

[School Address]

[City, State, Zip Code]

Subject: Request for Leave of Absence

Dear [Principal's Name],

I hope this letter finds you in good health. I am writing to formally request a leave of absence from school due to [reason for leave].

I would greatly appreciate your understanding in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Class/Grade]

[Roll Number]

****Example 2: Informal Letter to a Friend****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope you are doing well! I am writing to share my recent experiences during [event or occasion].

I can't wait to hear all about what you've been up to lately.

Take care and write back soon!

Best,

[Your Name]

****Example 3: Letter to the Editor****

[Your Address]

[City, State, Zip Code]

[Date]

The Editor

[Newspaper/Magazine Name]

[Address]

[City, State, Zip Code]

Subject: [Subject of Your Letter]

Dear Editor,

I am writing to express my views on [topic].

[Your argument or perspective].

Thank you for considering my perspective.

Sincerely,

[Your Name]

[Your Contact Information]