

**\*\*Sample 1: Formal Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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, e.g., medical reasons, family commitments].

I kindly ask for leave from [start date] to [end date]. I assure you that I will catch up on all the missed assignments and lessons.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Class/Grade]

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**\*\*Sample 2: Informal Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well. I am writing to share some exciting news! [Share news or update, e.g., "I recently visited a new amusement park and it was amazing!"]

I would love to hear about what you have been up to lately. Let's plan to meet soon.

Take care and write back soon!

Best,

[Your Name]

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**\*\*Sample 3: Letter to the Editor\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

The Editor

[Newspaper/Magazine Name]

[Newspaper/Magazine Address]

[City, State, Zip Code]

Subject: Letter to the Editor regarding [Topic]

Dear Editor,

I am writing to express my views on [topic, e.g., pollution in our city]. The increasing levels of pollution are affecting the health of residents and the environment. It is crucial for the authorities to take immediate action to address this issue.

I urge the concerned authorities to implement stricter regulations to reduce pollution and promote awareness among citizens.

Thank you for considering my perspective.

Sincerely,

[Your Name]

[Your Contact Number]

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**\*\*Sample 4: Complaint Letter\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

The Manager

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Complaint Regarding [Issue]

Dear [Manager's Name],

I am writing to formally complain about [issue, e.g., defective product, poor service]. Despite my previous attempts to resolve this issue on [dates of prior communication], I have not received a satisfactory response.

I request that you take immediate action to address this matter and provide a solution at your earliest convenience.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Contact Number]