

****Template Example: Formal Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to [state the purpose of your letter clearly and concisely].

[In the following paragraphs, provide any necessary details, explanation, or context related to the purpose of your letter. Be polite and ensure clarity in your writing.]

Thank you for considering my [request/inquiry/concerns]. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Number]

****Template Example: Informal Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

How are you? I hope everything is going well with you and your family. I wanted to write to you because [mention the reason for writing].

[In the following paragraphs, share your experiences, thoughts, or news. Feel free to express yourself casually and warmly.]

Looking forward to hearing back from you soon!

Best,

[Your Name]