

**\*\*Sample Letter 1: Informal Letter to a Friend\*\***

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to share some exciting news with you. [Insert personal message or updates about your life].

I can't wait to catch up soon. Let me know when you're free to hang out!

Take care,

[Your Name]

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**\*\*Sample Letter 2: Formal Letter to a Principal\*\***

[Your Address]

[City, State, ZIP Code]

[Date]

[Principal's Name]

[School's Name]

[School's Address]

[City, State, ZIP Code]

Dear [Principal's Name],

I am writing to request permission to organize a fundraising event for our school's sports team. We believe this initiative will not only support our athletes but also foster school spirit among students.

I appreciate your consideration and look forward to your positive response.

Sincerely,

[Your Name]

[Your Class/Grade]

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**\*\*Sample Letter 3: Complaint Letter to a Company\*\***

[Your Address]

[City, State, ZIP Code]

[Date]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear Customer Service,

I am writing to express my dissatisfaction with [specific product or service]. I purchased [item or service] on [date] and it has not functioned as advertised.

I hope to resolve this issue promptly. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]