

****Letter Writing Template Example****

[Your Name]

[Your Address]

[City, Postcode]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, Postcode]

Dear [Recipient's Name],

[Opening salutations - e.g., I hope this letter finds you well.]

[Introduction - State the purpose of your letter clearly.]

[Body - Provide relevant details, explanations, or arguments. Use paragraphs to separate different points. Be concise and to the point.]

[Closing - Sum up your points and express any necessary next steps or expectations.]

Thank you for your time and consideration.

Yours sincerely,

[Your Name]