

****Template Example for a Formal Letter****

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, Postcode]

Dear [Recipient's Name],

I am writing to [state the purpose of your letter clearly].

[Introduce yourself briefly if necessary and provide context].

[Explain your main points. Use paragraphs to organize your thoughts. Be clear and concise].

[Conclude your letter by summarizing your main points and stating what you hope to achieve].

Thank you for your attention to this matter. I look forward to your response.

Yours sincerely,

[Your Name]

****Template Example for an Informal Letter****

[Your Address]

[City, Postcode]

[Date]

Dear [Friend's Name],

How are you? I hope this letter finds you well.

I wanted to write to you about [insert topic of discussion].

[Share your thoughts, experiences, or news in a conversational tone].

I can't wait to hear back from you! Let me know how you've been.

Take care and speak soon!

Best wishes,

[Your Name]