

****Letter Template 1: Formal Complaint****

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, Postcode]

Dear [Recipient's Name],

I am writing to formally express my disappointment regarding [specific issue]. On [date], I [explain what happened].

Despite my previous attempts to resolve this matter, [detail any previous communications]. I believe I am entitled to [state your desired resolution].

I appreciate your immediate attention to this matter and look forward to your prompt response.

Yours sincerely,

[Your Name]

****Letter Template 2: Informal Letter to a Friend****

[Your Address]

[City, Postcode]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to catch up and share some exciting news. [Insert news or story].

It would be great to see you soon! How about [suggest meeting time or activity]? Let me know when you're free.

Looking forward to hearing from you!

Best wishes,

[Your Name]

****Letter Template 3: Job Application Cover Letter****

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, Postcode]

Dear [Employer's Name],

I am writing to express my interest in the [Job Title] position advertised on [where you found the job]. I believe my skills in [mention relevant skills] make me an ideal candidate for this role.

In my previous position at [Company Name], I [describe a relevant achievement or experience]. I am particularly drawn to this position because [explain why you want to work for this company/role].

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Kind regards,

[Your Name]