

**\*\*Letter Writing Template for JGT Exam\*\***

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title (if applicable)]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

**\*\*Subject:\*\*** [Brief Subject of the Letter]

I hope this letter finds you well.

[Paragraph 1: Introduce the purpose of the letter. State the reason for writing clearly.]

[Paragraph 2: Provide additional details or context to support the purpose stated in the first paragraph. Use clear and concise language.]

[Paragraph 3: (optional) Include any requests, suggestions, or actions you would like the recipient to consider, if applicable.]

Thank you for taking the time to read my letter. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Number (optional)]