

****Example 1: Informal Letter****

[Your Address]

[City, Postal Code]

[Date]

Dear [Friend's Name],

I hope you are doing well! I just wanted to write to tell you about my recent trip to [Place]. It was amazing!

I visited [mention a few places or activities you did]. I really enjoyed [specific experience].

How have you been? I would love to hear about what you've been up to.

Take care, and let me know when you're free to meet!

Best,

[Your Name]

****Example 2: Formal Letter****

[Your Name]

[Your Address]

[City, Postal Code]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, Postal Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to [state the purpose of your letter, e.g., apply for a position, request information, etc.].

[Provide details about your request or reasons for writing. Be clear and concise.]

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Contact Information]
