

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

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to tell you about my recent trip to [destination]. It was such an amazing experience! We visited [mention places you visited], and I learned a lot about [something interesting].

I also really enjoyed [mention a fun activity]. I can't wait to share all the stories with you when we meet up next!

How have you been? I'd love to hear about what you've been up to!

Take care and write back soon!

Best,

[Your Name]

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

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in [specific subject or opportunity].

I believe that my skills in [mention relevant skills or experiences] would be a valuable addition to [Company/Organization Name].

I am particularly excited about [mention specific aspects of the company or organization] and hope to contribute positively. I would appreciate any opportunity to discuss this further.

Thank you for considering my request. I look forward to hearing from you.

Sincerely,

[Your Name]

****Template Example 3: Thank You Letter****

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

Dear [Recipient's Name],

I hope you are doing well! I wanted to take a moment to thank you for [reason for thanking, e.g., a gift, help, or support]. Your kindness truly made my day special.

I really appreciated [mention something specific]. It means a lot to me to have your support.

Thank you once again!

With gratitude,

[Your Name]

****Template Example 4: Complaint Letter****

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Date]

[Recipient's Name]
[Company's Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally address a concern regarding [specific issue]. On [date], I experienced [describe the issue in detail].

I was disappointed with [mention the impact it had on you, if applicable]. I would appreciate your attention to this matter and hope to reach a resolution soon.

Thank you for your time.

Sincerely,
[Your Name]