

****Example 1: Formal Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
Khan Academy
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Introduction: State the purpose of the letter.]
[Body: Provide details, supporting information, or requests.]
[Conclusion: Summarize your thoughts and suggest a follow-up if necessary.]
Sincerely,
[Your Name]

****Example 2: Informal Letter****

Hey [Recipient's Name],
I hope this message finds you well!
[Start with a friendly opening.]
[Body: Share updates, thoughts, or ask questions.]
Looking forward to hearing from you soon!
Best,
[Your Name]

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

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
Khan Academy
Dear [Recipient's Name],
I wanted to take a moment to thank you for [specific action or support provided].
[Body: Describe how it impacted you and express your gratitude.]
Thank you once again for your support!
Warm regards,
[Your Name]