

**\*\*Template 1: Formal Letterhead\*\***

[Your Name]  
[Your Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Body of the letter: Introduction, main content, conclusion]  
Sincerely,  
[Your Name]  
[Your Title]

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**\*\*Template 2: Creative Design\*\***

[Your Logo]  
[Catchy Tagline or Motto]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
Hello [Recipient's Name],  
[Body of the letter: Engaging introduction, creative presentation of content, call to action]  
Best regards,  
[Your Name]  
[Your Role]

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**\*\*Template 3: Minimalist Style\*\***

[Your Name]  
[Date]  
[Recipient's Name]  
Hi [Recipient's Name],  
[Body of the letter: Brief and to the point, clear communication]  
Thanks,  
[Your Name]

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**\*\*Template 4: Newsletter Format\*\***

[Header Image or Logo]  
[Newsletter Title]  
[Date]  
Dear [Recipient's Name],  
[Welcome Message]  
[Main Article/Content Section]  
- [Key Point 1]  
- [Key Point 2]  
- [Key Point 3]  
[Closing Remarks or Call to Action]

Best,  
[Your Name]  
[Your Position]  
[Your Company]