

****Template Example 1: Job Application****

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, Postcode]

Dear [Employer's Name],

I am writing to apply for the [Job Title] position advertised [where you found the job listing]. I believe my skills in [specific skills] and my experience in [relevant experience] make me a suitable candidate for this role.

[Briefly mention your qualifications and what you can bring to the team.]

I am looking forward to the opportunity to discuss my application further. Thank you for considering my application.

Yours sincerely,

[Your Name]

****Template Example 2: Complaint Letter****

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, Postcode]

Dear [Recipient's Name],

I am writing to formally complain about [describe the issue, e.g., poor service, defective product]. On [date of incident], I experienced [details of the incident].

I would appreciate it if you could [state what resolution you are seeking].

Thank you for your attention to this matter. I look forward to your prompt response.

Yours faithfully,

[Your Name]

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

[Your Name]

[Your Address]

[City, Postcode]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, Postcode]
Dear [Recipient's Name],
I am writing to express my sincere gratitude for [state what you are thanking them for, e.g., the opportunity to interview, their support]. Your [mention specific quality or help] made a significant difference. I appreciate your [mention any specific action they took] and look forward to staying in touch.
Thank you once again for [brief reiteration of thanks].
Yours sincerely,
[Your Name]

****Template Example 4: Resignation Letter****

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, Postcode]
Dear [Manager's Name],
I am writing to formally resign from my position as [Your Job Title], effective [last working day, typically two weeks from the date above]. I appreciate the opportunities I've had during my time at [Company's Name] and am grateful for your support.
Thank you for everything. I look forward to staying in touch.
Yours faithfully,
[Your Name]

****Template Example 5: Invitation Letter****

[Your Name]
[Your Address]
[City, Postcode]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, Postcode]
Dear [Recipient's Name],
I hope this letter finds you well. I would like to invite you to [describe the event, e.g., my birthday party, a business meeting] on [date] at [time] at [location].
It would mean a lot to have you there. Please let me know if you can make it.
Best regards,
[Your Name]