

****Template Example 1: 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 hope this letter finds you well. I am writing to [state the purpose of your letter clearly and concisely].
[Provide necessary details and context related to the purpose.]
Thank you for your attention to this matter. I look forward to your response.
Sincerely,
[Your Name]

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

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
Dear [Friend's Name],
I hope you're doing great! I wanted to take a moment to [share news, ask a question, etc.].
[Add more personal details or stories.]
Looking forward to hearing from you soon!
Best,
[Your Name]

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

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to express my heartfelt thanks for [specific reason for gratitude]. Your support means a lot to me.
[Include any additional thoughts or reflections.]
Thanks again for everything!
Warm regards,
[Your Name]