

****Oxford Dictionary Style Guide for Letters****

****1. Address Block:****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

****2. Salutation:****

Dear [Recipient's Name],

****3. Opening Sentence:****

I hope this letter finds you well.

****4. Body:****

[Paragraph 1: State the purpose of your letter.]

[Paragraph 2: Provide details and context.]

[Paragraph 3: Conclude or summarize your main points.]

****5. Closing:****

Thank you for your attention to this matter.

Sincerely,

****6. Signature:****

[Your Handwritten Signature (if sending a physical letter)]

[Your Typed Name]