

****Post Office Letter Format Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Introductory paragraph: State the purpose of the letter.]

[Body paragraph 1: Provide necessary details or information related to the purpose.]

[Body paragraph 2: Include any additional information or context if needed.]

[Closing paragraph: Summarize your message or state your request/expectation.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]