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' Formal Letter Template
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CLS
PRINT "Your Name"
PRINT "Your Address"
PRINT "City, State, Zip Code"
PRINT "Email Address"
PRINT "Phone Number"
PRINT ""
PRINT "Date: [Insert Date]"
PRINT ""
PRINT "Recipient Name"
PRINT "Recipient Title"
PRINT "Company/Organization Name"
PRINT "Recipient Address"
PRINT "City, State, Zip Code"
PRINT ""
PRINT "Dear [Recipient Name],"
PRINT ""
PRINT "[Opening Greeting/Introduction]"
PRINT ""
PRINT "[Body of the letter - main message or purpose]"
PRINT ""
PRINT "[Closing remarks or call to action]"
PRINT ""
PRINT "Sincerely,"
PRINT ""
PRINT "Your Signature (if sending a hard copy)"
PRINT ""
PRINT "Your Typed Name"
PRINT "'-----"
END
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```