Letter Writing Format Example
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening paragraph: Introduce the purpose of your letter.]
[Body paragraph 1: Provide details and supporting information.]
[Body paragraph 2: Add any additional information or arguments.]
[Closing paragraph: Summarize your message and state any desired action or response.]
Thank you for your attention to this matter.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Typed Name]
[Your Position (if applicable)]