

****Template Example 1: Formal Letter Format****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to you regarding...
[Body of the letter]
Thank you for your attention to this matter.
Sincerely,
[Your Name]

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

[Date]
Hey [Friend's Name],
I just wanted to drop you a quick note to say...
[Body of the letter]
Catch up soon!
Best,
[Your Name]

****Template Example 3: Business Letter Format****

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I am writing to discuss...
[Body of the letter]
Looking forward to your response.
Best regards,
[Your Name]
[Your Position]
[Your Company Name]

****Template Example 4: Cover Letter Format****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am excited to apply for the [Position Title] at [Company Name]. My background in...

[Body of the letter]

Thank you for considering my application.

Sincerely,

[Your Name]
