

****Ujjain Letter Writing Style Guide Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: [Subject of the Letter]

Dear [Recipient's Name],

[Opening Greeting/Salutation]

[Introduction: Briefly state the purpose of your letter.]

[Body: Provide detailed information, relevant context, or any requests.]

[Conclusion: Summarize your points and state any expected action or response.]

Thank you for your attention. I look forward to your prompt reply.

Yours sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]
