

****VK English Letter Structure Template****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Opening paragraph: Introduce yourself and the purpose of the letter.]

[Body paragraph 1: Provide detailed information or context related to the purpose.]

[Body paragraph 2: Include any additional information, ask questions, or make requests.]

[Closing paragraph: Summarize your main points and express your hope for a response/action.]

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Contact Number, if applicable]