

****Example 1: Formal Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this letter finds you well. I am writing to [state the purpose of your letter].
[Include main content, explanations, and details].
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]

****Example 2: Friendly Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
Dear [Friend's Name],
I hope you're doing great! It has been a while since we last caught up, and I wanted to write you a quick note to say hi.
[Share personal updates, news, or anecdotes].
Let's plan to get together soon! I miss our chats.
Take care,
[Your Name]

****Example 3: Thank You Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
[Recipient Name]
[Recipient Title/Relation]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this message finds you well. I wanted to extend my heartfelt thanks for [specific reason for gratitude].
Your generosity and support have truly made a difference.
Looking forward to seeing you soon!
Warm regards,
[Your Name]

****Example 4: Complaint Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]

[Date]

[Company Name]

[Customer Service Department]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager/Recipient Name],

I am writing to formally express my dissatisfaction regarding [state the issue].

[Provide details of the problem and any relevant information].

I expect a resolution to this matter and will appreciate your prompt attention.

Sincerely,

[Your Name]