

****Template Example 1: Formal Business Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
[Opening paragraph: Introduce yourself and the purpose of the letter.]
[Body paragraph: Provide details and supporting information related to the purpose of the letter.]
[Closing paragraph: Summarize your message and indicate any next steps or requests.]
Sincerely,
[Your Name]

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

Dear [Friend's Name],
[Opening: A warm greeting and personal inquiries.]
[Body: Share news, updates, or stories you want to tell your friend.]
[Closing: Express hope to see them soon, or suggest a meeting.]
Best,
[Your Name]

****Template Example 3: Cover Letter****

[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],
[Opening paragraph: Introduce yourself and the position you are applying for.]
[Body paragraph: Highlight your skills and experiences relevant to the position.]
[Closing paragraph: Express enthusiasm for the opportunity and request an interview.]
Thank you for considering my application.
Sincerely,
[Your Name]

****Template Example 4: Thank-You Letter****

[Your Name]
[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

[Opening: Express your gratitude and specify what you are thanking them for.]

[Body: Elaborate on why their support meant a lot or how it has impacted you.]

[Closing: Reiterate your thanks and express hope for future interactions.]

Warm regards,

[Your Name]

****Template Example 5: Complaint Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

[Opening: State the issue and the reason for your complaint.]

[Body: Provide specific details and any relevant receipts or documentation.]

[Closing: Suggest a resolution or what outcome you are seeking.]

Thank you for addressing this matter promptly.

Sincerely,

[Your Name]