

****Template 1: Simple Letter Format****

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[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Introduction: State the purpose of the letter.]  
[Body: Provide detailed information or request.]  
[Closing: Summarize your message and express gratitude.]  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
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****Template 2: Formal Business Letter Format****

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[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
[Opening Paragraph: Introduce the reason for writing.]  
[Middle Paragraph: Elaborate on the main points, providing necessary details.]  
[Closing Paragraph: Request action or provide a conclusion.]  
Best regards,  
[Your Handwritten Signature (if applicable)]  
[Your Typed Name]  
[Your Contact Information]  
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****Template 3: Friendly Letter Format****

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Dear [Friend's Name],  
I hope this letter finds you well! [Personal note or question to engage.]  
[Main content: Share updates, invites, or thoughts.]  
Looking forward to hearing from you!  
Warm wishes,  
[Your Name]  
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