

****Letter Writing Guide for Beginners****

****Template Example:****

****Your Address****

[Your Street Address]

[City, State, Zip Code]

[Email Address]

[Date]

****Recipient's Address****

[Recipient's Name]

[Recipient's Title, if applicable]

[Recipient's Street Address]

[City, State, Zip Code]

****Salutation****

Dear [Recipient's Name/Title],

****Opening Paragraph****

[Start with a friendly greeting and state the purpose of your letter.]

****Body Paragraph(s)****

[Provide detailed information, thoughts, or inquiries. Use clear and concise language.]

****Closing Paragraph****

[Summarize your message and express any final thoughts or actions you hope for.]

****Closing****

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]

[Your Job Title, if applicable]

****End of Template****