

****YJK Letter Writing Style Guide****

****Template Example: Personal Letter****

[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening - Friendly greeting and ask about their well-being.]
[Body - Share updates, experiences, or thoughts. Be engaging and maintain a friendly tone. Use paragraphs to separate ideas.]
[Closing - Offer well wishes, invite a response, or suggest a meeting.]
Sincerely,
[Your Name]

****Template Example: Formal Letter****

[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name or Title],
[Opening - State the purpose of the letter clearly and concisely.]
[Body - Provide detailed information, arguments, or necessary context. Use paragraphs for clarity and organization.]
[Closing - Summarize your request or action you expect, and express appreciation for their attention.]
Best regards,
[Your Name]
[Your Position, if applicable]
[Your Company/Organization, if applicable]

****Template Example: Thank You Letter****

[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well. I wanted to take a moment to express my heartfelt thanks for [specific reason].
Your [mention specific actions or qualities] made a significant impact on [detail outcome or experience]. I truly appreciate your generosity and support.

Thank you once again for everything. I look forward to [future engagement or meeting].

Warm regards,

[Your Name]

****Note:**** Adjust the formality and content based on the audience and purpose.