

****Template 1: Formal Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter: Introduction, Main Content, Conclusion]
Sincerely,
[Your Name]

****Template 2: Informal Letter****

[Your Address]
[City, State, Zip Code]
[Date]
Hi [Friend's Name],
[Body of the letter: Casual greeting, Updates, Closing remarks]
Best,
[Your Name]

****Template 3: Business Letter****

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter: Purpose, Details, Call to action or next steps]
Best regards,
[Your Name]
[Your Position]

****Template 4: 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: Position applied for, how you found out]
[Middle paragraphs: Your qualifications, experiences relevant to the job]
[Closing paragraph: Thanking them for consideration, expressing eagerness for an interview]

Sincerely,
[Your Name]

****Template 5: Thank You Letter****

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

[Opening: Express gratitude]

[Body: Specific details on what you are thankful for]

[Closing: Reiterate thanks and express willingness to connect again]

Warm regards,
[Your Name]