

****Option 1: Formal Business Letter Layout****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter]
Sincerely,
[Your Name]
[Your Title]
[Your Company]

****Option 2: Block Style Layout****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name]:
[Body of the letter]
Best regards,
[Your Name]

****Option 3: Modified Block Style Layout****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Body of the letter]
Kind regards,
[Your Name]
[Your Title]
[Your Company]

****Option 4: Simple Casual Letter Layout****

Hey [Recipient's Name],

[Body of the letter]

Cheers,

[Your Name]

[Your Contact Information]