

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

[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],
[Opening paragraph: State the purpose of your letter.]
[Body paragraphs: Provide detailed information, supporting points, and any necessary explanations.]
[Closing paragraph: Summarize your message and state any desired actions or next steps.]
Sincerely,
[Your Name]

****Template 2: Personal Letter****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Date]
Dear [Recipient's Name],
[Opening paragraph: Greet the recipient and introduce the purpose of your letter.]
[Body paragraphs: Share personal stories, updates, or messages you wish to convey.]
[Closing paragraph: End on a positive note and express well wishes or anticipation for response.]
Warm regards,
[Your Name]

****Template 3: 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],
I would like to take a moment to express my gratitude for [specific reason].
[Body paragraphs: Describe how their actions impacted you and any outcomes.]
Thank you once again for your support.
Best regards,
[Your Name]

****Template 4: Invitation Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

You are cordially invited to [event] on [date] at [location] from [start time] to [end time].

[Body paragraphs: Provide details about the event, including agenda, dress code, and RSVP information.]

We hope you can join us for this special occasion!

Warm regards,

[Your Name]