

****Template Example: Official Correspondence in Zulu****

****Uhlaka Lwezincwadi ZomOfficial****

****[Igama leNhlango/Umnyango]****

****[Idolobha, Isifundazwe]****

****[Usuku]****

****Kubani: [Igama lomamukeli]****

****[Isikhundla]****

****[Ikheli]****

****Isihloko: [Isihloko seNcwadi]****

Ngiyabonga kakhulu ngokuxhumana, ngithanda ukukwazisa nge- [incazelo yezehlakalo, izinqumo, noma izicelo]. Sikubhalela lokhu ukuze sixhumane ngempumelelo kahle futhi sithumele izimpendulo ezidingekayo.

[Ukwengeza, ungabala neminingwane ethile noma izinhlelo okufanele ziqhutshekwe.]

Sicela uxhumane nathi nganoma yisiphi isikhathi uma udinga eminye iminingwane.

Ngiyabonga.

****Ozithobayo,****

****[Igama Lakho]****

****[Isikhundla Sakho]****

****[Uhlobo lweNhlango]****

****[Ucingo]****

****[Imeili]****
