

****Zulu Letter Structure Template:****

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
[Opening Salutation - e.g., Ngiyanemukela means "I greet you."]
[Body of the letter - Introduce the purpose of your letter, elaborate on your points, and include any necessary details.]
[Closing Remarks - e.g., Ngiyacela ungiphendule means "Please respond."]
Siyabonga,
[Your Name]
[Your Signature (if applicable)]

****Example:****

Thandiwe Mthembu
1234 Inkanyezi Street
Johannesburg, 2001
thandiwe@email.com
October 23, 2023
Mr. Sipho Khumalo
5678 Umdloti Avenue
Durban, 4001
Dear Mr. Khumalo,
Ngiyanemukela.
Ngibhalela ukuzokuthokozisa ngomsebenzi wethu esiwenzile ndawonye eminyakeni edlule. Ngifuna ukukucela ukuthi sithole isikhathi sokubuyekeza izinhlelo zethu zomsebenzi esizenzile.
Ngiyacela ungiphendule.
Siyabonga,
Thandiwe Mthembu