

****Template for Letter Writing in IBPS PO Mains****

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Designation]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

****Subject:**** [Subject of the Letter]

[Opening Paragraph: Introduce yourself and state the purpose of the letter.]

[Body Paragraph(s): Elaborate on the main points, providing necessary details and explanations.]

[Closing Paragraph: Summarize your points and express your expectations or next steps.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information] (if applicable)