IELTS General Letter Writing Template
[Your Address]
[City, State, Zip Code]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Opening Paragraph:
Start with a friendly greeting and state the purpose of your letter. For example, "I hope this letter finds you well. I am writing to..."
Body Paragraph(s):
1. **[First Point/Reason]:** Introduce your first point.
 "Firstly, I would like to discuss..."
2. **[Second Point/Reason]:** Introduce your second point.
 "Furthermore, I believe that..."
3. **[Optional Third Point/Reason]:** If necessary, add another point.
 "In addition to this..."
Closing Paragraph:
Summarize your main points and state any action you hope the recipient will take.
"I look forward to your response regarding..."
Thank you for your attention to this matter.
Best regards,
[Your Name]
[Your Contact Information]