

****Template 1: Informal Letter****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

I hope this letter finds you well! I wanted to share some exciting news with you. [Insert news or event details here].

I can't wait to hear back from you. Let's catch up soon!

Best wishes,

[Your Name]

****Template 2: Formal Letter****

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to [state the purpose of your letter, e.g., express my concern, request information, etc.]. [Provide details and context].

I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

****Template 3: Semi-Formal Letter****

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

I hope you are doing well. I wanted to reach out regarding [state the purpose, e.g., an event, a job application, etc.].

It would be great to discuss this further. Please let me know your availability.

Warm regards,

[Your Name]