

**\*\*Formal Letter Template\*\***

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

[Introduction: State the purpose of your letter.]

[Body: Provide detailed information or explanation.]

[Conclusion: Summarize the main points, and state any necessary follow-up actions or requests.]

Yours sincerely,

[Your Name]

**\*\*Informal Letter Template\*\***

[Your Address]

[City, State, Zip Code]

[Date]

Dear [Friend's Name],

[Introduction: Start with a friendly greeting and inquire about the recipient.]

[Body: Share your thoughts, experiences, or news in a conversational tone.]

[Conclusion: End with warm wishes and encourage a response.]

Best wishes,

[Your Name]