

**\*\*IELTS Letter Writing Format Tips\*\***

**1. \*\*Address and Date\*\***

- Your address (optional)
- Date

**2. \*\*Salutation\*\***

- Formal: "Dear Sir/Madam,"
- Informal: "Dear [Name],"

**3. \*\*Introduction\*\***

- State the purpose of the letter clearly.

**4. \*\*Body Paragraphs\*\***

- Paragraph 1: Provide details or reasons related to the purpose.
- Paragraph 2: Include any additional information or personal opinions as necessary.

**5. \*\*Conclusion\*\***

- Summarize your main points and state what you hope to achieve.

**6. \*\*Closing\*\***

- Formal: "Yours sincerely," or "Yours faithfully,"
- Informal: "Best wishes," or "Kind regards,"

**7. \*\*Signature\*\***

- Your name (and title if applicable)

**\*\*Example Template\*\***

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[Your Address]

[City, State, Zip Code]

[Date]

Dear [Name/ Sir/Madam],

I am writing to [state purpose of the letter].

[Body Paragraph 1: Discuss your main points in detail.]

[Body Paragraph 2: Provide any additional information or context.]

Thank you for considering my request. I look forward to your response.

Yours sincerely/faithfully,

[Your Name]

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