

****IELTS General Training Letter Writing Template****
****[Your Address]****
[City, State, Zip Code]
[Date]
****[Recipient's Name]****
[Recipient's Address]
[City, State, Zip Code]
****Dear [Recipient's Name],****
****Introduction:****
- State the purpose of your letter.
- Mention why you are writing.
****Body Paragraph 1:****
- Provide details regarding the first point.
- Explain your situation or request.
****Body Paragraph 2:****
- Discuss another relevant point or provide additional information.
- Offer any supporting details or examples.
****Conclusion:****
- Summarize your main points.
- State any expectations or actions you wish the recipient to take.
****Closing:****
- Use an appropriate closing phrase (e.g., "Best regards," "Sincerely,").
****[Your Name]****
****[Your Contact Information]**** (if necessary)