

**Formal**

Sender's address

Date

Recipient's address

Dear .....

Paragraph 1

Paragraph 2

Paragraph 3

Final thought / summary, thank them for reading your letter

Yours sincerely / faithfully,

Your name

**Informal**

Sender's address

Date

Dear .....

Paragraph 1

Paragraph 2

Paragraph 3

Final thought / summary, thank them for reading your letter

Best wishes/ speak to you soon,

