

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,

Large rounded rectangular box for writing the main body of the letter.

Horizontal rounded rectangular box for writing the closing or signature.

Horizontal rounded rectangular box for writing the recipient's name.

Horizontal rounded rectangular box for writing the sender's address.

Horizontal rounded rectangular box for writing the date.

Horizontal rounded rectangular box for writing the salutation.

Horizontal rounded rectangular box for writing the first paragraph.

Horizontal rounded rectangular box for writing the second paragraph.

Horizontal rounded rectangular box for writing the final thought or summary.