

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,