

# Formal Letter Format

[Your Name]

[Your Address]

[City, State, PIN Code]

[Date]

[Recipient's Name/Designation]

[Recipient's Organization]

[Recipient's Address]

[City, State, PIN Code]

Subject: [Brief and Specific Subject of the Letter]

Dear [Recipient's Name/Title, e.g., Mr./Ms./Dr. Last Name],

[Opening Paragraph: Start with a respectful greeting and mention the purpose of the letter concisely. For example, "I am writing to request..."]

[Body Paragraph(s): Elaborate on the matter, providing necessary details. Ensure clarity, politeness, and professionalism. For example, explain the reason for your request, provide context, or share relevant information as required.]

[Closing Paragraph: Conclude by summarizing your request, thanking the recipient, or mentioning next steps. End on a polite note, e.g., "I look forward to your positive response."]

Thanking you,

Yours sincerely/faithfully,

[Your Full Name]

[Your Designation, if applicable]

[Your Contact Information, if required]