FORMAL LETTER FORMAT

[Your Name]
[House / Street, Area]
[City, Postcode]
[Phone] • [email@example.com]

[DD Month YYYY]

[Receiver's Name]
[Designation]
[Organisation Name]
[Address, City]

Subject: [Write the purpose of the letter in a few words]

Dear Sir / Madam, [or: Dear Mr. / Ms. Surname,]

[Opening paragraph: say who you are and why you are writing, in one or two sentences.]

[Body paragraph: give the details, facts, dates or reasons the reader needs. Keep one main point in each paragraph.]

[Closing paragraph: say clearly what you would like the reader to do, and thank them for their time.]

Yours faithfully, [use "Yours sincerely," if you wrote "Dear Mr. / Ms. Surname"]

_____

[Your Name]
[Designation / Class, if needed]

Enclosures: [list any documents you attach]

INFORMAL LETTER FORMAT

[Your Address]
[City]

[DD Month YYYY]

Dear [First name / Ammi / Uncle / friend's name],

[Opening: greet them and ask how they are, or thank them for their last letter.]

[Body: share your news, answer their questions or tell them about the event you are writing about. You can write the way you speak, in a warm and friendly tone.]

[Closing: say you are looking forward to hearing from them or meeting soon, and send good wishes to the family.]

With love, [or: Best wishes, / Yours lovingly, / Take care,]

[Your first name]

No subject line, receiver's address or designation is needed in an informal letter.