

Formal Letter Format: 3

Name of the sender

Address:

Date:

To

Name of the Recipient:

Designation:

Company Name:

Address:

Salutation (Dear Sir \ Madam) :

Subject:

Body of the Letter:

{ Write 2 or 3 paragraphs including the reason behind the letter. Make sure to keep the letter concise without dragging to much }.

Thank you for your consideration. Waiting for your response.

You're Sincerely,

Name

Signature