

Formats of Letters

Personal Letters

Examination Hall

City X

19th October, 2023

Salutation

Dear Friend

Intro

(Leave one line)

Body

(Leave one line)

Conclusion

Complimentary
Close

Yours lovingly
ABC

Official Letters

Examination Hall
City X

23rd Nov., 2023


The Editor
The Tribune
G.T. Road
Chandigarh

Sub.:-

Respected Sir

(Leave one line)

(Leave one line)

Thanking you
Yours faithfully


(Amita Rani)

Application letter

Examination Hall

City X

23rd Oct, 2023

The Manager

Punjab National Bank

Batala

Sub: -

Respected Sir
With reference to your advertisement
in 'The Tribune' dated -----

Thanking you
Yours faithfully

(Anita Rao)

23.10.23