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## Template for Formal Letter

Name

\_\_\_\_\_ } –Sender’s name and address

16th July 2023 } –Date

The Principal

----- } –Receiver’s address

Respected Sir/Madam } –Salutation

Subject:-----

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you

Yours faithfully } –Complimentary close

Your name } –Sender's name

### Points to remember while writing a business letter:

- Use the correct format
- Formal language to be used
- Date should always be written
- Subject and reference should be mentioned
- Greetings and salutations
- The letter content should be concise

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## Template for Email

From: \_\_\_\_\_} – **Sender's email address (From)**

To: \_\_\_\_\_} – **Receiver's email address**

Date: \_\_\_\_\_} – **Date**

Subject \_\_\_\_\_} – **Subject of email**

Respected Sir/Madam} – **Salutation**

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Thank you

Yours faithfully } – **Complimentary close**

Your name } – **Sender's name**

### Points to remember while writing an email:

- Use the correct format
- Use the correct email address
- Formal language to be used
- Simple and clear subject to be mentioned
- The sender's email address to be checked
- Use the correct greeting and salutation
- Greetings and salutations