Informal Letter Format and Informal Letter Template

Sender’s Return address Line 1 (Street Address/Apartment)

Sender’s Return Address Line 2 (City, State Zip Code)

Date (Month, Day, Year)

Name of Recipient (Usually only the first name):

Body Paragraph Body Paragraph Body Paragraph Body Paragraph Body Paragraph
Body Paragraph Body Paragraph Body Paragraph Body Paragraph Body Paragraph
Body Paragraph Body Paragraph Body Paragraph Body Paragraph Body Paragraph

Body Paragraph Body Paragraph Body Paragraph Body Paragraph Body Paragraph
Body Paragraph Body Paragraph Body Paragraph Body Paragraph Body Paragraph
Body Paragraph Body Paragraph Body Paragraph Body Paragraph Body Paragraph

Closing (Sincerely, Regards, Thank you in advance, etc.)

Your Signature