

## FORMAL

\* Your address and their address

\* Date

\* Dear Sir/Madam or full-name.

\* Introduction - purpose of the letter.

\* Main body of the letter.

\* Conclusion.

\* Yours sincerely or yours faithfully.

## INFORMAL

\* Senders address

\* Dear / Hello / Hi

\* Date

\* Introduction

\* Main body

\* Love / From.

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