

Letter to the Editor Format

Sender's Address

Date

**Receiver's Designation
Address**

Subject: _____

Respected Ma'am/ Sir

Body of the Letter

Introduction- Gives a brief abstract of the content to follow.

Content- Includes the main details and subject matter of the letter.

Conclusion- This part concludes the information to provide a summary and give fluidity to the whole content.

Yours Sincerely,

Sender's Name

Sender's Designation (Optional)

Sender's Signature