

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.

A letter appears better structured if the writer adheres to this sequence of writing.

Yours Sincerely,

Sender's Name

Sender's Designation (Optional)

Sender's Signature