

## Email:

TO: (to whom email is sent, mail address)  
CC: (to whom copy of mail is sent, can be empty or multiple)  
Subject: (topic of mail)

-----  
Description/Content  
-----

Thank You.

## Memo:

Organization Name (Sender)  
Address

Date: ----

FROM:

TO:

RE: (Heading or topic of memo)

-----  
Introduction  
-----

-----  
Discussion  
-----

-----  
Conclusion  
-----

Based on type of memo this part can also contain other topics like Summary, Methods, Results, Recommendations etc.

## Letter: (Normal)

This is indented style. If asked in blocked style write everything with left alignment like date, subject, everything.

Date: ----

Dear/Mr/Mrs. ----

Subject: ----

-----  
Body  
-----

Yours Sincerely,

XYZ (Name)

Role (e.g. Manager of XYZ if any)

## Letter: (Enquiry, Quotation, Order, Confirmation... etc)

Organization Name (Sender)  
Address

Date: ----

Ref. No: (e.g. 378/077)

Receiver Name:

Receiver Address:

Subject:

Dear Sir,

-----  
Body  
-----

Yours ----

Name: ----

Role (e.g. Manager)

## Periodic Report:

TO

----- (Receiver) -----

Address -----

Subject: ----

Respected -----

----- Introduction (why writing this report) -----

----- Description of report -----

----- Data and Informations (if any) -----

Yours -----

Name -----

## Progress Report:

Topic (e.g. Annual Sports Day)

Name of writer of Report, with Role  
(e.g. Jagat Dhama, Sports Coach).

----- Introduction -----

----- Body -----

----- Conclusion -----

## News Report/News Releases/Newspaper Article:

Topic

Name of Newspaper

Date, City Name

----- Introduction -----

----- Body -----

----- Description -----

----- Conclusion -----

## Essay Writing/Speech Writing:

----- Introduction -----

----- Body -----

----- Conclusion -----

## CV/Resume:

### Personal Details:

Name:

Father's Name:

Date of Birth:

Sex:

Nationality:

Language:

Address:

Contact:

Mail:

### Projects:

### Important links:

### Academic Details:

Level	Board	Faculty	Passed Year
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### Experience:

### Trainings:

The above mentioned facts are true to the best of my knowledge.

Signature.

## Recommendation Reports:

Same as Report + Just add recommendations or suggestions after introduction part and before Scope/Vision/Mission.

~~Speech~~

## Proposal Writing:

TO:

FROM:

DATE:

SUBJECT:

Problem: - - - -

Background: - - - -

Solution: - - - -

Benefits: - - - -

Conclusion: - - - -

By Roshan Bist  
Best of luck!