

## Module 2: Types of Letters

Different types of letters have different purposes and structures:

1. **Formal Letters:** Used for business, official, or academic purposes. Maintain a professional tone.
2. **Informal Letters:** Used for personal communication with friends or family.
3. **Business Letters:** Used for professional correspondence (e.g., inquiries, complaints, job applications). Follow a specific format.
4. **Cover Letters:** Accompany resumes and introduce you to potential employers. Highlight your skills and experience.