Shanto sikder

Farmget dhaka

1215

01799541685

Shantosikder77@gmail.com

Date: 25/11/21

Contact Information (The person or company you are writing to)

Name

Title

Company

Address

City, State Zip Code

Greeting (Salutation Examples)

Dear Mr./Ms. Last Name:

Use a formal salutation, not a first name, unless you know the person well. If you do not know the person's gender, you can write out their full name. For instance, "Dear Pat Crody" instead of "Dear Mr. Crody" or "Dear Ms. Crody." If you do not know the recipient’s name, it’s still common and acceptable to use the old-fashioned “To Whom It May Concern.”

Body of Letter

The first paragraph of your letter should provide an introduction as to why you are writing so that your reason for contacting the person is obvious from the beginning.

Then, in the following paragraphs, provide specific details about your request or the information you are providing.

Sincerely

shanto