LETTER FORMAT

(From)

XYZ

Designation

Office address

(date)

11 Feb, 2022

(to)

Name

Designation

Office address

Sub: Regarding………………………………………….

Dear Mr. / Ms. Yasmine Joseph,

(3 paragraph format)

Introduction

Main part

Conclusion

Thank you.

Yours Sincerely, Sincerely, Obediently

-Sign-

Name in full

[Encl:

Estimates – 1]

As the Head of Accounts at ConnectWell PR, write a letter to the CEO of the company seeking permission to take the team out for the weekend, expenses paid by the company. This is to appreciate their efforts in closing a massive deal for the company. Draft a letter for the same.