Paragraph: Topic sentence e acitatulos supporting sentences Kada concluding sentence white father formal letter: (ARAME IN BLOCK (Etters) Leave letter Editor letter To From pate Date . 70 salutation, salutation, subject: - . . . - Reg. subject:- --- BODY -Thanking you, Thanking you. Yours truly, yours obediently, [MAME IN BLOCK LETTERS] (sign)

EMALL

From: ryz@gmail.com

MAME IN BIOCK LETTERS]

pate: 00.00.0000 Morday 00:00:00

yours obedientlys

Report writing: Date TO Ref :salutation, BODY yours faithfully (NAME IN BLOCK letters) [BESIGNATION] como y otno

ESSAY writing: Introduction 130dy conclusion. rople sentence comparting partences concluding protectice formal letter: rofts) suce 1