

4. **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows -

Paragraph 1: Introduce yourself and the purpose of writing the letter in brief.

Paragraph 2: Give detail of the matter.

Paragraph 3: Conclude

5. **Complimentary Closing/ Valediction** (Lots of love, Regards to..., Your loving friend / Cousin)

6. **Sender's name, signature**

Sample:

Write a letter to your friend congratulating him for his new job offer in about 120-150 words.

House no. 15, Street 5

Sector E7

Islamabad, Pakistan.

November 14, 2022

Dear Alex,

I just heard that you have received a new job. I couldn't be happier for you. Congratulations!

I know it is not easy to get a good job in this troubled job market. It is particularly tough for a fresh graduate with hardly any work experience. The resourcefulness you displayed in your job search is commendable. You have inspired me and a lot others that "Where there is a will, there is definitely a way." You have made us all proud, Alex!

I am quite confident that your knowledge of computer and artistic skills will make you a great graphics designer. I expect to hear great news coming from your direction in the coming years. May you fulfil all your dreams.

Best wishes.

Yours truly,

Bob