Letter to the Editor Format

Sender’s Address

Date

Receiver’s Designation
Address

Subject: ______________________________________________

Respected Ma’am/ Sir

Body of the Letter

Introduction- Gives a brief abstract of the content to follow.
Content- Includes the main details and subject matter of the letter.
Conclusion- This part concludes the information to provide a summary and give fluidity to the whole content.

Yours Sincerely,
Sender’s Name
Sender’s Designation (Optional)
Sender’s Signature