

Informal Letter	Formal Letter
<div style="text-align: right; border: 1px solid black; padding: 2px; margin-bottom: 5px;">                     Writer's Address Date                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Salutation                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Introduction (Purpose of Writing)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Body (Points+Elaborations/Examples)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Closure                 </div> <div style="text-align: right; border: 1px solid black; padding: 2px; margin-top: 10px;"> <i>Writer's Signature</i> </div>	<div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> <div style="border: 1px solid black; padding: 2px;">                     Writer's Address Recipient's Address                 </div> <div style="border: 1px solid black; padding: 2px;">                     Date                 </div> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Salutation <hr style="width: 50%; margin: 0;"/>                     Title                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Introduction (Purpose of Writing)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Body (Points+Elaborations/Examples)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Closure (Suggestion/Hope)                 </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <i>Writer's Signature</i> Name Position                 </div>

Formal (Memo) Report	Report						
<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="padding: 2px;">To</td> <td style="padding: 2px;">Recipient's Position</td> </tr> <tr> <td style="padding: 2px;">From</td> <td style="padding: 2px;">Writer's Position</td> </tr> <tr> <td style="padding: 2px;">Date</td> <td style="padding: 2px;">dd/mm/yy</td> </tr> </table> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Title <hr style="width: 50%; margin: 0;"/> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Introduction (Purpose of Writing)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Body (Points+Elaborations/Examples)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Closure                 </div> <div style="margin-top: 10px;">                     Reported by, <i>Writer's Signature</i> Name Position                 </div>	To	Recipient's Position	From	Writer's Position	Date	dd/mm/yy	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Title <hr style="width: 50%; margin: 0;"/> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Introduction (Purpose of Writing)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Body (Points+Elaborations/Examples)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Closure                 </div> <div style="margin-top: 10px;">                     Reported by, <i>Writer's Signature</i> Name Position                 </div>
To	Recipient's Position						
From	Writer's Position						
Date	dd/mm/yy						

Article	Speech / Talk
<div style="text-align: center; border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Title <hr style="width: 50%; margin: 0;"/>                     by ....(Name) ....                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Introduction (Introduce topic)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Body (Points+Elaborations/Examples)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Closure (Suggestion)                 </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     Greetings ,                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Introduction (Introduce oneself / topic) (Purpose, Expression of thankfulness to the audience for opportunity)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Body (Points+Elaborations/Examples)                 </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">                     Closure (Opinion/Suggestion/Hope)                 </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;">                     Thank you.                 </div>