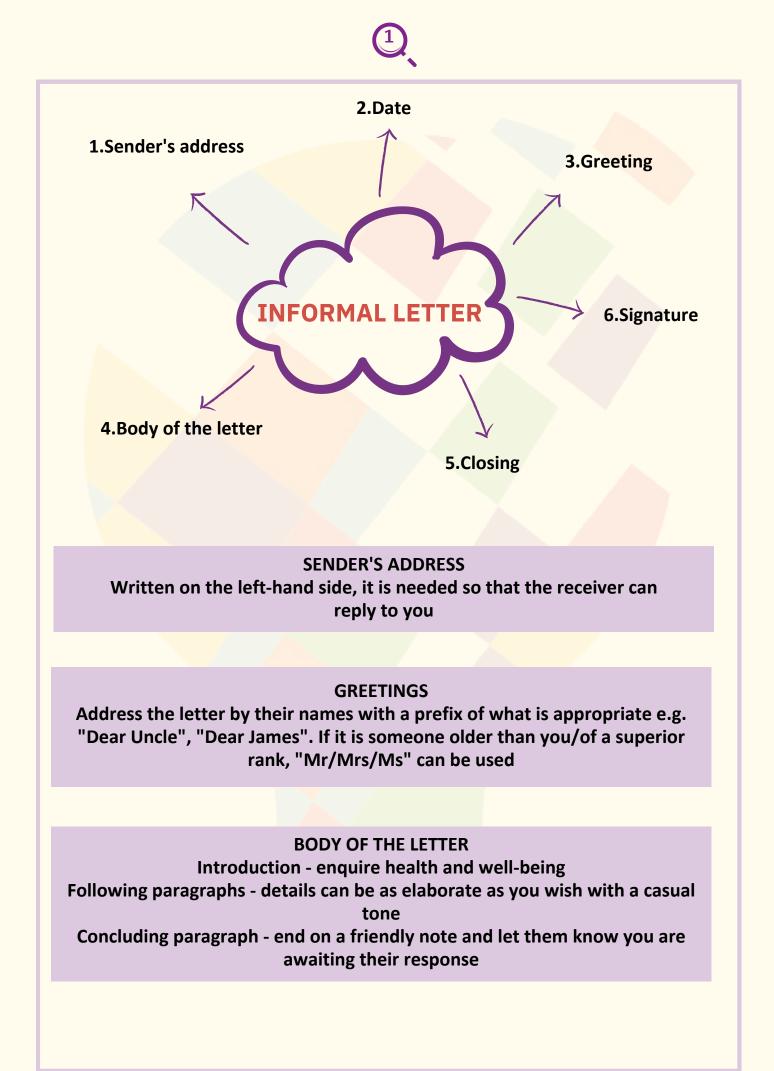


LETTER WRITING

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CLOSING

Sign off with an informal "Yours Truly", or "With love"

SIGNATURE Provide your handwritten signature or just your first name



A FORMAL LETTER ADHERES TO PROFESSIONAL STANDARDS, WHERE THE INTENT OF THE LETTER AND EXPECTATIONS ARE DIRECTLY STATED. ON THE OTHER HAND, AN INFORMAL LETTER IS MORE FLEXIBLE AND CAN BE WRITTEN TO SOMEONE CLOSE TO YOU, ALLOWING YOU TO SHARE ANYTHING YOU WISH TO COMMUNICATE.