## Blank Letter Template

| Sample<br>letter: | Dear Karim,<br>Congratulation | ns on y | our big award!          | 2/11/21<br>Sincerely,<br>Fatima |
|-------------------|-------------------------------|---------|-------------------------|---------------------------------|
|                   | (Greeting)                    |         | (Date)                  |                                 |
|                   |                               | (Body)  |                         |                                 |
|                   |                               | ,       | (Closing)<br>(Signature | ·)                              |