

American Application Letter

Name of the Sender

Address of the Sender

Date

Name of Recipient,

Designation,

Name of Department,

Name of Institution,

Dear Sir/Madam,

Sub- Write the relevant subject of the application

First paragraph- in the first paragraph you need to apply for the relevant thing. For e.g. Job, Admission, etc.

Second Paragraph- who are you, what you have done and why you are making application

Third Paragraph- Ask for the due consideration of application and request for the prompt reply

Thanking You,

Yours faithfully,

Name of Sender