# Personal Letter

*This document serves as a template for writing a personal letter, either formal or informal, which can be used for various occasions such as thank you notes, invitations, updates, or general personal communication.*

**Date:** {date}

**Dear {recipientName},**

{greetingMessage}

{#mainBody}

## {header}

{paragraph}

{/mainBody}

**In summary:**

{summary}

{#hasThankYouNote}*{thankYouNote}*{/hasThankYouNote}

**Main points:**

{#bulletPoints}

* {point}

{/bulletPoints}

**Steps to follow:**

{#numberedList}

1. {item}

{/numberedList}

{#$ tableData.length}

**Relevant Information:**

|  |  |
| --- | --- |
| **Topic** | **Details** |
| {#tableData}{topic} | {details}{/tableData} |

{/}

With warm regards,

**{senderName}**

*{senderTitle}*

{senderContact}