**Types of letters**

Letters are organized under two main categories: ***formal*** and ***informal***.

**Formal letter**

Formal letters usually follow one of four formats: indented, full block, modified block and semi-block. Formal types of letters can include:

* Invitation
* Job or school application
* Acceptance letter
* Rejection letter
* Exit or [resignation letter](https://www.indeed.com/career-advice/starting-new-job/how-to-write-a-resignation-letter%22%20%5Ct%20%22_blank)
* [Recommendation](https://www.indeed.com/career-advice/career-development/how-to-write-a-letter-of-recommendation-with-examples) or referral
* Offer or proposal
* Agreement
* Cover letter
* Interview follow-up or thank you
* Inquiry

**Informal letter**

Informal letters do not require a certain format and can be written in various ways.
Informal types of letters can include:

* [Thank you](https://www.indeed.com/career-advice/career-development/business-thank-you-letter)
* [Congratulations](https://www.indeed.com/career-advice/career-development/how-to-write-congratulation-letter-for-accomplishment)
* Sympathy or condolence
* Friendship/thinking of you
* Love
* Appreciation
* Announcement, such as a name or an address change
* Letter to the editor
* Welcome