**Formal Letter Scenarios**

1. Applying for a job position at a prestigious company.
2. Requesting a meeting with your school principal to discuss an academic matter.
3. Sending a complaint letter to a company about a faulty product.
4. Inquiring about internship opportunities at a professional organization.
5. Notifying a utility company about a billing error and requesting correction.

**Informal Letter Scenarios**

1. Inviting a friend to your birthday party.
2. Thanking a relative for a thoughtful gift.
3. Apologizing to a neighbor for accidentally damaging their garden.
4. Writing a letter to a pen pal about your weekend activities.
5. Congratulating a friend on their graduation.