

Business Letter Format

Heading	Sender's street address - Number and Street City State Zip Date	
Name of Addressee		
Street Address - Number and Street		Inside Address
City State Zip		
Dear _____:		Greeting

As you can tell from the inside address before the greeting a business letter is much more formal. This is the type of letter you might write to a company to complain about a product, claim repair or

Body

 replacement under warranty, or to request information. The language—grammar and vocabulary—used for this type of letter is very concise and formal. The audience for such a letter needs to be able to read the letter quickly, and understand the message that the writer is sending, whether it is a complaint, a request for information, or some other communication.

Closing	Sincerely,
Signature	A. Write
	Type your name here