

Basic Business Letter Format

Your Address

Your Address, cont.

Date

(Space/s)

Recipient

Recipient's

Address

Recipient's Address, cont.

(Space)

Dear Recipient's Name,

(Space)

Paragraph 1 (introduce yourself and your reason for contacting the person/organization)

(Space)

Paragraph 2 /+ (expand on your reasons for contacting; justify the importance of the main point; add any information the reader needs)

(Space)

Final Paragraph (summarize your reasons for contacting; indicate if a response is requested and a deadline date, if applicable; thank the person/organization for taking the time to read your letter; provide your email address and phone number)

(Space)

Sincerely,

(Space for your signature)

(Space)

(Space)

Formal Typed Name (and Position, if applicable)

(Space)

Enclosures: If you will enclose any documents with the letter, such as a résumé, identify those here.