

# Business Letter Sample

1234 Any Street (*Your street address*)  
Hometown, OH 45764 (*City, State ZIP*)  
July 12, 2007 (*Current Date*)

Ms. Sandra Garcia (*Name of recipient*)  
Any Company (*Business/Institution name, if applicable*)  
5678 Not Here Avenue (*Street Address*)  
Another Town, NY 10012 (*City, State ZIP*)

Dear Ms. Garcia: (*Notice the use of a colon after the greeting*)

Introductory Paragraph: Use this paragraph to explain your purpose for writing. This paragraph should probably include three or four sentences.

Second Paragraph: Notice the spacing and lack of indentations in this format. This modern business letter style is called *block format*. Use single-spacing for paragraphs, and leave an extra space between paragraphs. This second paragraph can include supporting details or additional information about why you are writing. A length of 3–5 sentences is a good guide for a second paragraph.

Concluding Paragraph: Summarize your earlier statements. Provide any additional contact information. Thank the recipient for his or her time. Two to three sentences is a good length for a concluding paragraph.

Sincerely, (*Other possible closings include Respectfully or Truly Yours*)

(*Leave 3–4 spaces so you have room to sign your name*)

Any Student (*Type your name*)

Body (1–3 Paragraphs)

## Friendly Letter Sample

1234 Any Street *(Your street address)*  
My Town, OH 45764 *(City, State ZIP)*  
July 12, 2007 *(Current Date)*

Dear John, *(Notice the use of a comma after the greeting)*

Introductory Paragraph: Use this paragraph to explain your purpose for writing. Try to include at least 3–4 sentences. Friendly letters are a form of casual correspondence, so the number of paragraphs and sentences per paragraph can vary greatly.

Notice the lack of spacing between paragraphs and the use of indentation to indicate the beginning of a new paragraph. This is a more traditional letter format. Also note the indentation of the heading information (your address area) and how it aligns with the closing information below.

You may choose to use block format (as featured in the Business Letter Sample) if you prefer. As shown in this Friendly Letter Sample, no Inside Address (the recipient's address) is needed. Many friendly letters even omit the sender's address and just use the date as a heading.

*(Closing options in a friendly letter are more numerous and often casual)*

Sincerely,

*Your Signature*

*(Sign your name after the closing. Your name does **not** need to appear typed beneath your signature in a friendly letter as it does in a business letter.)*

Body (1–3 Paragraphs)