Business Letter Format

Sender’s street address - Number and Street
City  State  Zip

Date

Name of Addressee

Street Address – Number and Street
City  State  Zip

Dear ___________________________: 

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 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.

Body

Sincerely,

A. Write

Signature

Type your name here