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.
