Business Letter Format

Heading

Your Street Address
Your City, State Zip
Date

Inside Address

First and Last Name of the Person to whom you are writing
Their Street Address
City, ST Zip

Salutation

Dear Mr./Ms. Full Name:

Body

You do not want to indent when you are using this format. This is the best format to use when you are writing a persuasive letter. You want to introduce yourself and the topic you are writing about to the reader. Remember that the first rule of writing is to know your audience. In a persuasive letter, you state your opinion or your feelings about something that is important to you after you have introduced yourself. You must sound as professional and passionate as possible. You do not want to belittle the reader or they will not finish reading your letter. Your letter needs to have the facts, reasons, and examples to support your position. Address issues that your reader may have in their argument.
In a second paragraph, you must have solutions. Without solutions, you are only complaining. Offer assistance in solving the problem. Remind the reader where they can contact you.

Sincerely yours,

Signature

A. Student