

Business Letter Format

[Your Name]
[Street Address]
[City, St Zip]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Dear [Name of Recipient]: (If unknown, use To Whom It May Concern:)

[Short introduction paragraph, stating purpose]

[Additional information]

[Closing information, summary or thank you as appropriate]

Sincerely,

[Sign here for letters sent by mail or fax]

[Your Name]
[Title – if applicable]

Enclosures: #
CC: