

Senders Name
Address
Telephone Number
Email Address

MM/DD/YYYY

Recipient's Name
Company
Address
City, ZIP

Dear Ms./Me. (Recipient's Last Name),

Subject: (Subject/purpose of the letter)

In this paragraph introduce yourself, if the recipient does not know you. Afterwards, mention the purpose of the letter. Write briefly using clear language. (Press Double Paragraph Spacing)

In the middle part you can start with justifying the objective of writing the letter. In general, a formal letter is short and has only one or two main body paragraphs, but in case you need to inquire about a series of information you can include it all in the main body, spread over three to four paragraphs. Body paragraphs are used to give suggestions, advice, solutions or proposals.

In the closing paragraph, you have to restate your purpose of writing this letter and request for any action if required. Also mention the time by which you will be expecting a reply. End on a casual and friendly note.

Respectfully Yours,

(Your Signature)

(Your Name)

Enclosure(s) (mention the number)

cc: