

## Standard Business Letter

### Format for plain paper:

Senders Address  
City, State, Zip Code  
Senders Phone Number  
Senders Email Address

January 1, 2011 / Muharram 26, 1432 AH

To,

Recipients Name  
Recipients Title  
Recipients Company  
Recipients Address  
City, State, Zip Code

As salaamualaikum wa rahmatullahi wa barakatuh (May the peace, mercy, and blessings of Allah be with you).

Dear Mr. /Ms. Last Name:

Body of standard business letter is to be short, simple and to the point. The purpose of the letter should be clearly written. The first paragraph of standard business letter should be written as an introduction as to why you are writing.

The second and third paragraph (if required) should be able to elaborate and provide more detailed information about your request or purpose of writing.

The last paragraph should repeat the reason of writing and this is where you thank the reader for reviewing your request.

Yours sincerely,

Handwritten Signature (for a mailed letter)  
Typed Name