

Business Letter Format

Company Letterhead

Company Name

610 Fountain Ave

Burlington, NJ 08016

Today's Date

Burlington Township Student

Street Address

City, State Zip

Dear Student:

Use this sample letter as a template to help you complete your activities throughout this course. I have purposely set up the spacing and content to make it easier for you to delete existing text and replace it with the content that you need to use. Please be sure to use all the tools provided to you so that you are more efficient with your work.

Be sure to copy down the text boxes I have provided, they may be helpful when you need to compose different types of business letters. Be sure to save this document as: *Letter Template*.

Sincerely,

Mr. Carson

Business Ed. Teacher

Enclosure

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