

# Business Letter Format

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## 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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