

# Basic Business Letter Format

Your Address

Your Address, cont.

Date

*(Space/s)*

Recipient

Recipient's

Address

Recipient's Address, cont.

*(Space)*

Dear Recipient's Name,

*(Space)*

Paragraph 1 (introduce yourself and your reason for contacting the person/organization)

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*(Space)*

Paragraph 2 /+ (expand on your reasons for contacting; justify the importance of the main point; add any information the reader needs)

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*(Space)*

Final Paragraph (summarize your reasons for contacting; indicate if a response is requested and a deadline date, if applicable; thank the person/organization for taking the time to read your letter; provide your email address and phone number)

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*(Space)*

Sincerely,

*(Space for your signature)*

*(Space)*

*(Space)*

Formal Typed Name (and Position, if applicable)

*(Space)*

Enclosures: If you will enclose any documents with the letter, such as a résumé, identify those here.