

Business Format Letter

Your Name and Address

Date

Company Address:

Name, Title, Company, Complete Mailing Address

Salutation:

Dear Mr./Mrs./Ms., or first name if you know the person well

Follow the salutation with a colon. If using the first name only, it may be followed with a comma

Body:

Type single space, with two line spaces between paragraphs Devote one paragraph to each important point

Sincerely, Yours sincerely

Signature:

Full name typed

Below your name, your job title

Never precede a written or typed signature with a title (Mr., Mrs., Mr., Dr.)

Enclosure (if there is one)