

Sample business letter

0800 Appalachian Way
Boone, NC 28608

**Your Street Address
City, State Zip**

July 4th, 2012

Month Date, Year

Ms. Mary Mac
All Dressed in Black LLC
123 Silver Button Way
New York, NY 10027

**Mr./Mrs./Ms./Dr. Full Name of Recipient
Title of Recipient, Company Name
Recipient Street Address
City, State Zip**

Dear Ms./Mrs./Mr. Last Name

When writing a business letter, do not indent and margins on all sides should be one-inch. Start the first paragraph by introducing yourself in a friendly way, but not a long wordy way, and then state the purpose of your letter. Know your audience because it's very important that you keep their attention. It is important to think in terms of the recipient. Write passionately but not flowery. Use a couple of sentences to explain the purpose, but save the detail for the body paragraph(s).

Start the body paragraph by justifying the importance of the main point. In the next few paragraphs, continue justification with background information and supporting details. Body paragraphs are where you offer solutions, advices, suggestions, or proposals. Write as many body paragraphs as you want, however, keep it short and straight to the point. Don't write boring, no one likes boring. This is not a school essay.

In the closing paragraph, you should restate the purpose of the letter and, in some cases, request some type of action. Remind the reader where they can contact you and make sure to close the letter in a friendly manner.

Sincerely,

Closing

Leave 4 Spaces and Sign Your Name

Dauphin D. Dougherty
Quaker Steak & Lube

**Print Your Full Name
Your Title, Company Name**

Enclosures (3)

Attachment: Use Enclosure or Enclosures (#)¹

¹Adapted from: <http://businessletterformat.org/>