

Business Letter Elements

Writer's Street Address (123 South Broad Street)
City, State Zip (San Luis Obispo, CA 93401)
Date (August 5, 2001)

} Heading (letterhead or
return address, plus
date

Reader's Name, Title (Michael Jordan, Owner)
Company (Chicago Athletic Shoes)
Street Address (456 Toro Avenue)
City, State Zip (Chicago, IL 93422)

} Inside address

Salutation: (Dear Mr. Jordan:)

Introductory/ subject paragraph _____

_____ .


Details paragraph _____

_____ .

Action/conclusion paragraph _____

_____ .

Complimentary Close, (Sincerely,)

Signature 

Signature Identification (Maria Shriver, Consumer)