

# WRITING

## BUSINESS LETTER FORMAT

**A business letter is more formal than a personal letter.  
A business letter has 6 specific parts.**

[Your Street Address]  
[City, State Zipcode]

HEADING

[Today's Date]

[Name of Recipient, Title of Recipient]  
[Name of Business or Organization]  
[Address]  
[City, State Zipcode]

INSIDE ADDRESS

Dear [Name of Recipient]:

SALUTATION

Introductory Paragraph: Who you are and why you are writing. An engaging hook gets the recipient's attention.

Letter Body: May contain multiple paragraphs. Gets to the meat of the correspondence. Conveys opinions or statements. Provides supportive reasoning or examples.

Closing Paragraph: Summarizes the purpose of the letter and thanks the recipient for their time, understanding, or consideration as appropriate.

Sincerely,

CLOSING

BODY

(Your Signature)  
[Your Printed Name]  
[Your email address or phone number]

SIGNATURE

## **YOUR ATTENTION PLEASE:**

- Do. Not. Spell. Your. Recipient's. Name. Wrong. Period.
- Everything in your letter should align to the left hand side (even though you may have learned in English to indent paragraphs). This makes the formatting look neat and modern and saves time. Do not use the TAB key or indent your paragraphs in a business letter.
- All sentences begin with a capital letter and end with punctuation. The word "I" is written as a capital. The struggle is real, right?
- Along that same path, don't use acronyms for common phrases such as IDK, LOL, LMNOP.... Even though I know you are ABFAB with your short game.
- Your letter should be single spaced but with a blank line between each paragraph and section. This breaks your letter into segments that are easier to read. Please see the example provided and all the blank lines I modeled.
- Notice your red spelling squiggles and your green/blue grammar ones. There are occasions where they are fine, but check them.
- A business letter should contain your signature. When you sign it, use a pen (preferably black). Never sign a business letter in pencil. Your name should be printed below your signature so leave a space for signing when you type your name.
- Finally, fold it properly. The bottom folds up and then the top folds down (in 3rds).

