

SAMPLE BUSINESS LETTER FORMAT ON ORGANIZATION LETTERHEAD

March 16, 2011

Mr. Ernie English
English Company
1234 Writing Lab Lane
Write City, IN 12345

[alternative spot for date]

Dear Mr. English:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is related to your employment, consider ending your letter with your contact information and title if it not included on letterhead. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

<SIGNATURE GOES HERE>

Lucy Letter
President

encl. [use this only to signify that there are one or more enclosures]