

Business Letter Format

Heading



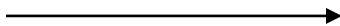
Your Address
Your City, State Zip code

↓ skip one line

Date *comma*

↓ skip three-five lines

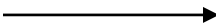
Inside Address



Name of the person you are writing the letter to
Title of the person (if available)
Name of the company
Address of the company
City, State Zip code of the company

↓ skip one line

Salutation



Dear Mr. Toby Maguire: *comma*

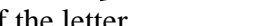
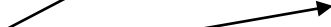
↓ skip one line

colon

In the first paragraph (3 or more sentences) you explain why you are writing the letter. This is your subject and purpose.

Skip one line

Body of the letter



In the second paragraph, (3-5 or even more sentences) you are to present the information and the details necessary for the reader to understand your purpose. This will usually be the longest paragraph.

Skip one line

In the third paragraph, (3-5 sentences) you write a conclusion focusing on action and outcomes—what do you want the reader to do, when and how.

Closing



Sincerely, *comma*

Skip 3-4 lines to make room for your signature

Leslie Weiss (type your name here)