Organization’s Logo

Organization’s Street Address

City, State ZIP CODE

555-555-5555

Date

Recipient’s Name

Recipient’s Title

Name of Organization

Street Address for Recipient’s Organization (or home address)

City, State ZIP CODE

Salutation,

Business letters should be written in block paragraph form with single spacing between sentences and double spacing between paragraphs. The first paragraph should state the purpose for the letter.

Once the purpose is stated, subsequent paragraphs should communicate any relevant details. Letters are usually one page in length but can be longer when necessary. Sales letters that explain a product or service in great detail, for example, are often more than one page.

A final paragraph should state any next steps, including if you plan to follow up or if you request any action on behalf of the recipient. This final paragraph can also direct the recipient to sources of additional information, such as a website, phone number, email address or social media accounts.

Closing,

*Sender’s Signature*

Sender’s Name

Sender’s Title