

Business Letter

a **FORMAL** way to communicate with businesses or individuals

✚ BUSINESS LETTERS for several reasons including:

- apply or resign from a job
- apply for scholarships or college admission
- express thanks
- compliment or complain about a business
- share an opinion
- persuade or influence others
- inform others about events or services

✚ Parts of a Business Letter

- Return address (sender's address)
- Date
- Inside address (recipient's address)
- Greeting
- Body
- Complimentary close
- Signature line

✚ Formatting Instructions:

- 2" top margin
- quadruple space after the date
- block style format (everything lines up at left margin – no indenting)
- colon after greeting
- double space between paragraphs
- comma directly after complimentary close
- quadruple space after the complimentary close
- always sign your name in blue or black ink before sending a letter

✚ Additional Information:

- Refer to recipient formally (Mr., Mrs., Dr., etc.)
- use formal writing (avoid slang, contractions, and abbreviations)
- use appropriate greetings and closings (Sincerely, Yours truly, Thank you, etc.)

SAMPLE Business Letter

2" top margin

October 1, 2012

QS

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

DS

Dear Mr. English:

DS

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.

DS

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.

DS

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

DS

Sincerely,

QS

Lucy Letter
123 Winner's Road
New Employee Town, PA 12345