

Unit 7.2- Format of Business Letter

[Your Name]
[Street Address]
[City, St Zip]

[Today's Date]

[Name of Recipient]
[Title]
[Company]
[Address]
[City, St Zip]

Subject Line:

Dear [Name of Recipient]:

[Short introduction paragraph, stating purpose]

[Additional information]

[Closing information, summary or thank you as appropriate]

[[See Vertex42.com](http://Vertex42.com) for letter writing tips and a sample business letter]

Sincerely,

[Sign here]

[Your Name]
[Title – if applicable]

Enclosures: #

CC: