Writing Centre

Formal Business Letter Template

[Your Name]
[Your Street Address]
[Your State/Province, City, Postal Code]
[Date]
[Recipient Name]
[Recipient's Title/Position]
[Recipient's Street Address]
[Recipient's State/Province, City, Postal Code]
[Attention Line (optional)]
[Salutation]
[Subject line (optional)]
Body of letter:
First Paragraph —state the <i>purpose</i> * of the letter in a direct manner.
E.g. "I am writing to"
Second Paragraph—Fill in and explain the necessary background information, leaving out anything
that is unnecessary. Stick to the facts.
Third Paragraph —Give your <i>call to action</i> . Be clear and specific. NOT like an essay conclusion.
Depending on your letter's purpose, this paragraph may summarize; recommend a course of action; make a
specific request; present your qualification etc.
*Possible purposes: make a complaint, request information, respond to a sales inquiry, apply for a job, etc.
[Complimentary closing]
[Space for your signature (optional)]
[Your Name]