



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 *purpose** 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 *call to action*. 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]