

(4 Spaces)

Month Day, Year



Date

Form with dashed lines for date entry

(4 Spaces)

Block Style Business Letter

Inside Address/Recipient:

Company Name

Form with dashed lines for company name

Street Address

City, State

Zip Code

Form with dashed lines for address

(2 Spaces)

Format

1½ Margin All Around

Suggested Fonts

Times New Roman 12

Arial Size 12

If you do not know the name of the recipient write "To Whom it May Concern:" If you do not know the gender, omit the title and use the person's full name

Salutation:

Dear

Form with dashed lines for salutation

(2 Spaces)

Reason for your letter:

Purpose

Form with dashed lines for purpose

(2 Spaces)

Support your reason(s) for writing.

Background

Form with dashed lines for background

(2 Spaces)

Thank them in advance for their consideration or attention (if appropriate).

Contact information

Form with dashed lines for contact information

(2 Spaces)

Body

Closing

Sincerely or
Cordially Yours,

Form with dashed lines for closing

(4 Spaces)

Signature

Print Full Name

Form with dashed lines for signature and name