Business Letter Format

**Contact Information** *(Your contact information)*  
Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email Address

**Date**

**Contact Information***(The person or company you are writing to)*  
Name  
Title  
Company  
Address  
City, State, Zip Code

**Salutation**

Dear Mr./Ms. Last Name: *(Use a*[*formal salutation*](https://www.thebalance.com/business-letter-salutation-examples-2059704)*not a first name)*

**Body of Business Letter**

When writing a business letter, keep your letter simple and targeted, so the purpose of your letter is clear. Single space your letter and leave a space between each paragraph.

Left justify your letter.

The first paragraph of your business letter should provide an introduction to why you are writing.

Then, in the following paragraphs provide more information and specific details about your request. Explain why you are writing so it's easy for the reader to understand what you are asking.

The last paragraph of your letter should reiterate the reason you are writing and thank the reader for reviewing your request.

Leave a blank line after the salutation, between each paragraph, and before the complimentary close.

[**Complimentary Close**](https://www.thebalance.com/formal-letter-closing-examples-2062307)**:**

Respectfully yours,

**Signature:**

Handwritten Signature *(for a mailed letter)*

Typed Signature