**Parts of a Business Letter**

* The Heading
* The Recipient's Address
* The Subject
* The Salutation
* The Body
* The Complimentary Close
* The Signature Line
* Enclosures

**The Heading**

The heading contains the return address. It is not necessary to type a return address if you are using a paper with the return address already imprinted, but you should always use a date. Make sure the heading is on the left margin.

Example:

Ms. Jane Doe

543 Washington St

Marquette, MI 49855

Tel:

Fax:

Email:

**Recipient’s Address**

This is the address you are sending your letter to. Be sure to make it as complete as possible so it gets to its destination. Always include title names (such as Dr.) if you know them. This is on the left margin. Be sure to skip a line after the heading and before the recipient’s address, then skip another line before the greeting.

Example:

Recipient's name

Company name

Street address

City, state and post code

**Subject**

The subject of the letter must be short and clear to give the recipient an instant idea what your letter is about. If you have a reference number, such as a claim number or a case number, you should include it on this line too. The subject does not have to be written as a complete sentence.

**The Salutation**

The salutation or greeting in a business letter is always formal. It often begins with “Dear + Mr./ Mrs./ Ms./ Dr. + person’s last name” if you know the name of the recipient. If you don´t know their name, you should write “Dear Sir/ Madam”. The salutation always ends with a colon.

**The Body**

The body is the main part of your letter. Be sure to leave a blank line between each paragraph. Skip a line between the salutation and the body, as well as the body and the close.

**The Complimentary Close**

The complimentary close is a short and polite expression that ends your letter. If you started your letter with “Dear Mr./ Ms./ Mrs./ Dr + last name”, you must finish the letter with “Yours sincerely”. If you started your letter with “Dear Sir/ Madam”, you must finish your letter with “Yours faithfully”. Leave four lines for a signature between the close and the sender’s name.

**The Signature Line**

Type out the name of the sender. If you are printing this letter out and sending it by mail, you will sign your name in pen. This line will include your first and last name. You may put your title beforehand to show how you wish to be addressed (Ms., Mrs., Dr.). The signature should be in blue or black ink.

**Enclosures**

If you are enclosing any documents, such as a resume, you can indicate it by typing “I am enclosing a resume/ CV.” or “Enclosures”. You also may include the name of each document.



