

**1. Return address of the letter writer (header).**

Your Name  
3570 Cochran Street  
Simi Valley, CA 93063  
(805) 520-6800 🍏 [pbradley@simi.k12.ca.us](mailto:pbradley@simi.k12.ca.us)

**2. The date of the letter.** This is usually typed in one of two ways:

(Begin with the day, no comma) 15 January 2012

or

(Begin with the month; use a comma) January 1, 2012

**3. Complete name, title, and address of the recipient. (inside address)**

Use "Mr." for a male recipient. If you do not know how a female recipient prefers to be addressed, it is best to use "Ms."

Senior Project Panel Committee  
Senior Project 2013  
Santa Susana High School  
3570 Cochran Street  
Simi Valley, CA 93063

**4. Salutation with a colon.**

Dear Sir or Madam OR Dear Panel Member:

**5. Body of the letter (left align)**

It is best to keep an initial business letter short. Business people are busy and do not have time to read long letters! In a one-page letter, you will usually only need three or four paragraphs, single spaced.

Use a double space in between paragraphs. ¶ 1: intro issue ¶2: detail ¶3: wrap up.

**6. Closing.**

The most common closing is "Sincerely." Follow this with a comma. Skip four single lines after the closing and type your name. Sign your name in the space above your name.

Sincerely,

(4x) (sign in between closing and name)

Jonathan Wilson