Name : Monica Tifani Zahara

NRP : 171111077

Here are some examples of business letter format.

1. Sample Letter Format

**Contact Information** (Your contact information, unless you are writing on letterhead that includes your contact information already, then you do not need to include it.)  
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

**Greeting** ([Salutation Examples](https://www.thebalancecareers.com/business-letter-salutation-examples-2059704))

Dear Mr./Ms. Last Name: (Use a formal salutation, not a first name, unless you know the person extremely well. If you do not know the person's gender, you can write out their full name. For instance, "Dear Pat Crody" instead of "Dear Mr. Crody" or "Dear Ms. Crody." Note that the person's name is always followed by a colon (:) in a business letter, and not a comma. If you do not know the recipient’s name, it’s still common and acceptable to use the old-fashioned “To Whom It May Concern:”).

**Body of Letter**

The first paragraph of your letter should provide an introduction as to why you are writing so that your reason for contacting the person is obvious from the beginning.

Then, in the following paragraphs, provide more information and specific details about your request or the information you are providing.

The last paragraph of your letter should reiterate the reason you are writing and thank the reader for reviewing your request. If appropriate, it should also politely ask for a written response or for the opportunity to arrange a meeting to further discuss your request.

**Closing**

Best regards, ([Closing Examples](https://www.thebalancecareers.com/how-to-end-a-letter-2062308))

**Signature**

Handwritten Signature (For a hard copy letter, use blue or black ink to sign the letter)

Typed Signature

1. Business Letter Format about Ending a Partnership

Name of Company

Address of Company

City, State Zip Code

Date

Name of Representative

Title of Representative

Name of Company

Address of Company

City, State Zip Code

Dear Name of Representative,

Working with *Company Name* for the past few years has been a fantastic experience. Unfortunately, Your Organization Name no longer has the need for your services. We have decided to change our company’s direction, and our decision requires changing our company infrastructure and with that said, the decision to keep all of our current vendors to a minimum, removes the working relationship with many organizations such as yours.

A sincere thank you for all the excellent work your organization has done for us. I hope to remain on good terms with Company Name, and if we require services similar to what you have provided in the past, we will certainly consider you again without hesitation.

Warm regards,

Your signature if not emailing

Your Name

Your Title

Telephone Number

Email address