

## **FORMAL LETTER**

Your Name (Your Contact Information)

Your Address

Your City, State, Zip Code

Your Phone No.

Your Email Address

Date

Name (Recipient's Name)

Company Name & Address

City, State, Zip Code

Subject

Dear Mr./Ms. Last Name

When writing your letter, keep your letter simple and targetted, so the purpose of your letter is clear.

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

Then the following paragraph provides more information and specific details about your purpose. Explain why you are writing, so it is easy for the reader to understand the purpose well.

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

Sincerely/Respectfully

Signature