

123 Winner's Road  
New Employee Town, PA 12345

March 16, 2025

Ernie English  
1234 Writing Lab Lane  
Write City, IN 12345

Dear Mr. English,

I am writing to share with you a sample of a standard professional business letter. The first paragraph of a business letter should begin with a polite opening and then transition into the purpose of the communication. A couple of sentences are usually enough to establish context.

The body of the letter should provide supporting details that justify the purpose. This may include background information, statistics, or relevant examples. Typically, one or two short paragraphs are sufficient to support your main point.

Finally, the closing paragraph restates the purpose and emphasizes its importance. If the letter is employment-related, it is appropriate to end with your contact information. If the purpose is informational, a simple note of gratitude is often best.

Sincerely,

Lucy Letter