

Dave Howland  
225B Hamilton Smith Hall  
The University of New Hampshire  
Durham, NH 03824  
September 6, 2011

Matt Cardin  
215 James Hall  
The University of New Hampshire  
Durham, NH 03824

Dear Matt,

Here is a sample letter to show you and your classmates in English 502 the basic format of a letter. This is based on the format shown in your textbook on page 379.

Often, letters have more than one paragraph. The second paragraph constitutes the body of the letter. It is generally longer than the introductory paragraph, which should carry a clear statement of purpose. In this case, the purpose is “to show you and your classmates in English 502 the basic format of a letter.”

The last paragraph is your conclusion. I hope this short letter has provided a helpful example for your future letters.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Howland". The signature is stylized with a large initial "D" and a cursive "H".

Dave Howland, Ph.D.  
English Lecturer