

1800 Stone Ridge
Los Angeles, CA 90001

Street Your Street Address
City, State Zip

March 3, 2024

Month Date, Year

Ms. Michelle Smith
President, John Group Of Company
388 Western Lane
New York, NY 10027

Mr./Mrs./Ms./Dr. Full Name of Recipient
Title of Recipient, Company Name
Recipient Street Address
City, State Zip

Dear Ms. Smith,

Dear Ms./Mrs./Mr. Last Name

When using this format, you do not want to indent, margins on all sides should be one inch. Start the first paragraph by introducing yourself in a friendly way and then state the purpose of your letter. Know your audience because it's very important that you keep their attention. Remember, you are not writing to yourself, think in terms of the recipient and write passionately. Use a couple of sentences to explain the purpose, but save the detail for the body paragraph(s).

Start the body paragraph by justifying the importance of the main point. In the next few paragraphs, continue justification with background information and supporting details. Body paragraphs are where you offer solutions, advice, suggestions, or proposals. Write as many body paragraphs as you want, however, keep it short and straight to the point, you do not want to bore the reader to death or look like you're writing a school essay.

In the closing paragraph, you should restate the purpose of the letter and, in some cases, request some type of action. Remind the reader where they can contact you and make sure to close the letter in a friendly manner.

Sincerely,

Closing

Leave 4 Spaces and Sign Your Name

Johnny Walton
Owner, LA Shoe Shop
Enclosures (3)

Print Your Full Name

Your Title, Company Name

Attachment: Use Enclosures (#)