

# Business Letter Format

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[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: [Subject of the Letter]

Dear [Recipient's Name/To Whom It May Concern],

[Opening Paragraph: Begin with a polite greeting and state the purpose of the letter clearly.]

[Body Paragraph(s): Provide detailed information relevant to your purpose. Use short, clear, and concise sentences. If you have multiple points to address, separate them into distinct paragraphs.]

[Closing Paragraph: Summarize your main points, include any follow-up actions or deadlines, and express gratitude for the recipient's time and attention.]

Sincerely,

[Your Full Name]

[Your Position]

[Your Contact Information]

Enclosures: [List any additional documents attached, if applicable]