



Marketing

Business Letter Template

(REMEMBER TO USE YOUR LETTERHEAD HERE!)

May 12, 2006

Naomi Cohen
222 Business Drive
Manchester, NH 03102

Dear Ms. Cohen:

Start out your business letter with a friendly greeting. Use this first paragraph to state the main point of the letter, but do not go into detail.

The second paragraph should be used to expand on the main purpose of the letter, with background information, statistics, and other supporting information. Make sure that your sentences are clear and concise.

The closing paragraph restates the purpose of the letter, and tells the reader what actions or steps will occur next. Thank the reader for his/her time. In a business letter, remember to always be polite and check your work for spelling and grammar mistakes.

Sincerely,

Hannah Schacter

Hannah Schacter
Camping for a Cause President
1111 Camping Way
Manchester, NH 03102

Always include the name of a specific individual at the organization you are writing to.

The salutation is always formal and includes the recipient's last name.

The body of your letter should be written in block format. Do not indent the paragraphs.

Business letters should never be handwritten.

Include a professional closing such as "Sincerely"

Make sure to include a handwritten signature.

Be sure to include your address, phone number, and email (either in the letterhead or at the end of your letter).

Don't worry if your letter does not take up the whole page. Don't try to expand your letter to fill the page by including unnecessary information.