

123 Winner's Road  
New Employee Town, PA 12345

**HEADING** - Address of person writing letter and date

One blank line

March 16, 2001

One blank line

Ernie English  
1234 Writing Lab Lane  
Write City, IN 12345

**INSIDE ADDRESS:** Name and address of whom you are writing

One blank line

Dear Mr. English:

**GREETING/SALUTATION** - Remember that business letters use a colon after the salutation

One blank line

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

**BODY**

One blank line

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

One blank line

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

One blank line

Sincerely,

**CLOSING** - includes a comma after the closing

Three blank lines

Lucy Letter

**SIGNATURE LINE** - includes writer's name and title

Writer's Title Goes Here