

## Business Letter Sample

1234 Any Street (Your street address)  
Hometown, OH 45764 (City, State ZIP)

July 12, 2007 (Current Date)

Ms. Sandra Garcia (Name of recipient)  
Any Company (Business/Institution name, if applicable)  
5678 Not Here Avenue (Street Address)  
Another Town, NY 10012 (City, State ZIP)

Dear Ms. Garcia: (Notice the use of a colon after the greeting)

Introductory Paragraph: Use this paragraph to explain your purpose for writing. This paragraph should probably include three or four sentences.

Second Paragraph: Notice the spacing and lack of indentations in this format. This modern business letter style is called *block format*. Use single-spacing for paragraphs, and leave an extra space between paragraphs. This second paragraph can include supporting details or additional information about why you are writing. A length of 3–5 sentences is a good guide for a second paragraph.

Concluding Paragraph: Summarize your earlier statements. Provide any additional contact information. Thank the recipient for his or her time. Two to three sentences is a good length for a concluding paragraph.

Sincerely, (Other possible closings include, Respectfully or Truly Yours)

(Leave 3–4 spaces so you have room to sign your name)

Any Student (Type your name)