

Your Name
Your Street Address
Your City, ST Zip

Date

Name of Recipient
Title, Company Name of Recipient
Street Address of Recipient
City, ST Zip of Recipient

Salutation: (or SUBJECT LINE if using one – particularly good for reference information)

Use a polite, yet direct, beginning to most letters (sensitive or bad news or persuasive messages should have indirect beginnings). State your purpose immediately out of respect for another's time. Know your audience. Anticipate questions your reader(s) may have, and answer them.

The Word 2007 default font is Calibri size 11 with multiple 1.15 spacing between lines and a 10 spacing between hard returns (when you hit "Enter"). If your company has a preference of font and font size, change the settings. The Word 2003 default was Times New Roman size 12 with single spacing and no pre-set spacing between hard returns. Some companies may still prefer these format settings.

You should skip a line between paragraphs and not indent the paragraphs.

When you send a business letter you represent your company. Others judge the credibility of your company (and you) by your grammar, spelling and punctuation, and by the accuracy of your information (such as dates, statistics, invoice information, etc.)

If you expect a response, make your expectation and deadline clear.

End every letter on a positive note.

Closing,

Your Signed Name

Your Printed Name
Your Title, Company Name
Your Phone/Email (if appropriate)

Enclosure: (# and/or description) (if you have enclosures to note)