### **Business Letter Layout Example**

**Your Contact Information**  
Your Name  
Your Address  
Your City, State Zip Code  
Your Phone Number  
Your Email Address

**Date**

**Recipient's Contact Information**  
Name  
Title  
Company  
Address  
City, State Zip Code

**Salutation**  
Dear Mr./Ms. Last Name:

**Body of Letter**  
The first paragraph of your business letter should provide an introduction to why you are writing.

Then, in the following paragraphs provide more information and details about your request.

The final paragraph should reiterate the reason you are writing and thank the reader for reviewing your request.

**Closing:**  
Respectfully yours,

**Signature:**

Handwritten Signature (for a hard copy letter)

Typed Signature