### **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