## Sample Letter Format

## ****Contact Information**** (Include your contact information unless you are writing on letterhead that already includes it.) Your Name Your Address Your City, State Zip Code Your Phone Number Your Email Address

**Date**

**Contact Information**(The person or company you are writing to)  
Name  
Title  
Company  
Address  
City, State Zip Code

**Greeting** ([Salutation Examples](https://www.thebalancecareers.com/business-letter-salutation-examples-2059704))

Dear Mr./Ms. Last Name:  
Use a **formal salutation**, not a first name, unless you know the person well. If you do not know the person's gender, you can write out their full name. For instance, "Dear Pat Crody" instead of "Dear Mr. Crody" or "Dear Ms. Crody." If you do not know the recipient’s name, it’s still common and acceptable to use the old-fashioned “[To Whom It May Concern](https://www.thebalancecareers.com/to-whom-it-may-concern-2062120).”

**Body of Letter**

* **The first paragraph of your letter** should provide an introduction as to why you are writing so that your reason for contacting the person is obvious from the beginning.
* Then, in the **following paragraphs**, provide specific details about your request or the information you are providing.
* The **last paragraph** of your letter should reiterate the reason you are writing and thank the reader for reviewing your request. If appropriate, it should also politely ask for a written response or for the opportunity to arrange a meeting to further discuss your request.

**Closing**

Best regards**,**([Closing Examples](https://www.thebalancecareers.com/how-to-end-a-letter-2062308))

**Signature** Handwritten Signature(For a hard copy letter, use black or blue ink to sign the letter.)

**Typed Signature**