**Proper Business Letter Format**

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the recipient]

\_\_\_\_\_\_\_\_\_\_\_\_\_ [designation of the recipient]

\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the business company]

\_\_\_\_\_\_\_\_\_\_\_\_\_ [address of the business company]

Date: Mention the date on which the business letter is written

Subject: A short and precise subject of the business letter is stated here

Respected \_\_\_\_\_\_\_\_\_\_\_\_ [salutation]

Paragraph 1: This is the opening paragraph of the business letter. Use this space to introduce yourself to the recipient and start by briefing your purpose for which you are sending the business letter.

Paragraph 2: This paragraph serves as the body of the letter and must be drafted in a formal or official manner. In this paragraph, sender has to detail his purpose for which he is writing the letter, giving complete details or information. Also, mention all the important facts and procedures that you wish to convey to the reader.

Paragraph 3: This is a closing paragraph in which the sender expresses his thankfulness towards the reader for the kind consideration to the business letter. This paragraph concludes the business letter, and may contain sender’s contact information for the reader’s convenience.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the sender]

\_\_\_\_\_\_\_\_\_\_\_\_\_ [designation of the sender]

\_\_\_\_\_\_\_\_\_\_\_\_\_ [name of the business company]