

Company Name
Street Address
City, State, ZIP Code
Telephone Number
Email Address
Website

The top 3" is the place for your letterhead whether it be adjusted to the right, left, or in the center. You should always create and customize your letterhead, rather than use a template.

Date,

Recipient's Name, Title
Company
Recipient Street Address
City, State Zip Code

If you do not know the recipient personally, use a colon after the greeting rather than a comma. Commas are informal.

Dear Recipient:

The body portion of your letter is here. Be sure to format this section in block paragraphs to remain in business format.

Complimentary close should be placed here,

Your Signature

Your Name Typed