*Sample Letter Format*

**Company/Sender’s Name**

**Company/Sender’s Address**

Date of Letter

Recipient’s Name

Recipient’s Title

Recipient’s Company

Recipient’s Company Address

Recipient’s Name:

People read business letters quickly. Therefore, get to the point in the first paragraph—the first sentence, if possible. In other words, state what you need to up front.

Single space your letters and use a readable typeface. Skip a line between paragraphs. Because people read business letters quickly, your sentences and paragraphs should be shorter than what you would use in a longer document. Sentences should average fewer than twenty words, and paragraphs should average fewer than seven lines.

Space your letter on the page so that it does not crowd the top. However, if possible, keep your letter to one page. Second pages often are not read. Send copies to anyone whose name you mention in the letter or who would be directly affected by the contents of the letter.

Final paragraphs should tell readers what you want them to do or what you will do for them.

 Sincerely,

 *(Signature in ink)*

Sender’s Name