

Your name
Address
Your City, State, Zip Code
Your Phone Number
Your Email Address

Date

Contact Information *(The person or company you are writing to)*

Name
Address
City, State, Zip Code

Greeting ([Salutation Examples](#))

Dear Mr./Ms. Last Name: *(Use a formal salutation not a first name unless you know the person well)*

Body of Letter

When writing a letter, your letter should be simple and focused, so the purpose of your letter is clear. Single space your letter and leave a space between each paragraph. Left justify your letter. Use a plain font like Arial, Times New Roman, or Verdana. The font size should be 10 or 12 points.

The first paragraph of your letter should provide an introduction as to why you are writing.

Then, in the following paragraphs, provide more information and specific details about your request or the information you are providing. Explain why you are writing so it's easy for the reader to understand what you are asking.

The last paragraph of your letter should reiterate the reason you are writing and thank the reader for reviewing your request.

Leave a blank line after the salutation, between each paragraph, and before the closing.

Closing

Best Regards, ([Closing Examples](#))

Signature

Handwritten Signature *(for a hard copy letter)*

Typed Signature