

Business Letter Format

[Your Name]
[Your Address]
[Your City, State ZIP Code]
[Your Email Address]
[Today's Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[Recipient City, State ZIP Code]

Dear [Recipient Name],

[Opening Paragraph]

In the opening paragraph, introduce yourself and state the purpose of the letter. For example, if you are writing to inquire about a job opening, you could say something like, "I am writing to inquire about the job opening that was recently posted on your company's website." If you are writing to request a meeting, you could say something like, "I am writing to request a meeting with you to discuss the new project that our companies are collaborating on."

[Body Paragraphs]

In the body of the letter, provide more details about your request or inquiry. If you are writing to inquire about a job opening, provide information about your qualifications and experience. If you are writing to request a meeting, provide some background information about the project and suggest a few possible meeting times.

[Closing Paragraph]

In the closing paragraph, thank the recipient for their time and consideration, and express your interest in hearing back from them. You can also provide your contact information in case the recipient needs to get in touch with you.

[Closing]

End the letter with a formal closing, such as "Sincerely," or "Best regards," followed by your signature.

Business Letter Writing Made Simple

David Baud



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