

Guidelines for Writing a Business Letter

- Include your address and the date in the heading.
- Include the inside address. Write the name and address of the business or organization you are writing to. You may also write the name and title of a specific person.
- Include a greeting, followed by a title of respect, such as *Ms.* or *Mr.*, and a last name. If you do not know whose name to write, use *Dear Sir* or *Madam*. Add a colon after the greeting.
- Write the body of the letter. Tell your purpose for writing in the beginning. Present all necessary details clearly and briefly, keeping to the point.
- Use a formal, polite tone.
- Include a closing to finish the letter. Write a polite expression such as *Cordially*, *Sincerely*, or *Yours truly*. Add a comma after the closing.
- Sign your first and last name.

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