

Use the Business Letter Format below as an example to write your own business letter from your company to another company or customer. The letter will be graded on the accuracy and completeness of your letter as well as grammar and spelling. You may not write a letter to an insurance company since we wrote a letter to an insurance company in class.

### Proper Business Letter Format

**Letterhead**

Name of your Business  
Street Address of your Business  
City, State Zip  
(Area Code) Phone Number

Date (spelled out - September 10, 2001)

Name of person at business to whom you are writing  
Name of business to whom you are writing  
Street Address  
City, State Zip

**Inside  
Address**

Dear Mr./Ms./Mrs. Last Name: **Greeting**

**Body of Letter**

The body of the letter is to be a minimum of two paragraphs (minimum of two sentences per paragraph) that you are writing to this company with a blank line between paragraphs.

The first paragraph usually explains what you want or what the problem is. The second paragraph usually discusses how you will be paying for an order or how you want a problem dealt with.

**Closing**

Sincerely,

Your name (first and last)  
(Optional title)