



How to Write a Business Letter

Name: _____

Date: _____

Write a business letter using the template below according to the sections listed.

Your Address →		_____	

Date →		_____	

← Name and Company Address		_____	

← Greeting		Introduction ↓	
		Body ↓	

← Sign off		Closing ↑	
		Call to Action ↑	
← Signature		_____	
