Sender’s Address

City

State

Pin Code/Zip Code

Date (Write in full. For example 12 March 2009)

Recipient’s name

Title

Address

City

State

Pin Code/Zip Code

Dear Mr XYZ or Dear Ms XYZ (Substitute the last name of the person you are writing to.)

This will be the first paragraph of your letter. Introduce yourself, and state why you are writing this letter. Leave one line between the paragraphs.

In the second paragraph, elaborate and give further details on why you are writing the letter.

In the third paragraph, state the action that you would like the recipient to take. For example, do you want to schedule a meeting, are you looking for a brochure, or do you need further information?

Yours sincerely (This is the complimentary close. It comes one line after the last paragraph.)

Sender’s signature

Sender’s name

Designation