

# FORMAL LETTER TEMPLATE

Your Address

203 Dale Avenue  
St. Paul, MN 55103

2 spaces

January 30, 2003

The date.

2 spaces

The Honorable Mee Moua  
Minnesota State Senate  
St. Paul, MN 55102

The name, title, and  
address of the person  
to whom you are  
sending the letter.

Dear Senator Moua,

1 space

Type the body of your letter here. This is where you tell the politician or business manager what you want them to know. It is important to be respectful and to state your ideas in a way that is not too emotional.

Sincerely,

1 space

Jessica Schachterle

4 spaces

## Business Letter Sample

1234 Any Street (*Your street address*)  
Hometown, OH 45764 (*City, State ZIP*)  
July 12, 2007 (*Current Date*)

Ms. Sandra Garcia (*Name of recipient*)  
Any Company (*Business/Institution name, if applicable*)  
5678 Not Here Avenue (*Street Address*)  
Another Town, NY 10012 (*City, State ZIP*)

Dear Ms. Garcia: (*Notice the use of a colon after the greeting*)

Introductory Paragraph: Use this paragraph to explain your purpose for writing. This paragraph should probably include three or four sentences.

Second Paragraph: Notice the spacing and lack of indentations in this format. This modern business letter style is called *block format*. Use single-spacing for paragraphs, and leave an extra space between paragraphs. This second paragraph can include supporting details or additional information about why you are writing. A length of 3–5 sentences is a good guide for a second paragraph.

Concluding Paragraph: Summarize your earlier statements. Provide any additional contact information. Thank the recipient for his or her time. Two to three sentences is a good length for a concluding paragraph.

Sincerely, (*Other possible closings include Respectfully or Truly Yours*)

(*Leave 3–4 spaces so you have room to sign your name*)

Any Student (*Type your name*)

Body (1–3 Paragraphs)