

**Contact Information (your details)**

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email Address

**Date:****Contact Information**

Name

Title

Company

Address

City, State, Zip Code

**Salutation**

Dear Mr./Ms. Last Name:

**The Body of Professional Letter**

In the first paragraph the purpose of the letter should be highlighted.

The second paragraph should fill in on the details and information related to your purpose or request.

The last paragraph should point on the reason based on which you are writing a letter. One should also thank the reader for looking into your letter.

Make sure you leave a one-line space between the paragraphs. Leave a single space between the letters and make sure you justify your letter.

**Complimentary Close:**

Respectfully yours,

**Signature:**

Handwritten Signature

Typed Signature