

Return address

The date

Recipients address

Attention line (Optional)

Salutation

Subject line (Optional)

Body of the letter

First paragraph

State the **purpose** of the letter. Come right to the point.

This is NOT like an essay intro. “I am writing to

Second paragraph

Fill in the necessary **background**. Add and explain without unnecessary information. Stick to the facts.

Third paragraph

Give your **call to action**. Be clear and specific. NOT like an essay conclusion. Depending on your letter’s purpose, this paragraph may summarize; recommend a course of action; make a specific request; present your qualification; etc.

Of course, each business letter has its own **purpose**: make a complaint, request information, respond to a sales inquiry, apply for a job, etc.

Complimentary Closing

Signature

Your Name