

Your Name
Your Street Address
Town, State, Zip Code
Your contact information

Today's Date

(Recipient's Name at company if known)

Company Full Name

Street Address

City, State, Zip

Attention: (If known)

Subject (If applicable)

Dear: (Recipient's Name)

First Paragraph text (left justify, single space, no greater than size 12 font, standard format)

Second Paragraph text (left justify, single space, no greater than size 12 font, standard format)

Closing (Sincerely, Respectfully, Your Truly etc.)

[Leave a one-line space between each paragraph and the closing]

[Leave at least three or four lines for your signature]

Sign Your Name

Type or write your name

This space for any enclosures (**encl.**) or other details

This space for copy to someone (**cc:** their name and copy details)