Sender Address Line 1

Sender Address Line 2

Date of Letter

Recipient’s Name

Recipient’s Title

Recipient’s Institution

Recipient’s Institution Address

Recipient’s Name:

People read business letters quickly. Therefore, get to the point in the first paragraph—the first sentence, if possible. In other words, state what you want up front.

Single space your letters and use a serif typeface. Skip a line between paragraphs. Because people read business letters quickly, use shorter sentences and paragraphs than you would in a longer document. Sentences should average fewer than twenty words, and paragraphs should average fewer than seven lines.

Space your letter on the page so that it does not crowd the top. However, if possible, keep your letter to one page. Second pages often are not read. If you have an enclosure, include an “Enclosure” line, as shown below. Also, the names of those to receive copies appear at the end.

Final paragraphs should tell readers what you want them to do or what you will do for them. Finally, be sure to replace the “Your Signature” with your actual signature.

Sincerely,

Your Signature

Your Name

Enclosure

Copies to: Name to receive copy

Additional name to receive copy