

## 7.4.7 BUSINESS LETTER TEMPLATE

**Directions:**

Use the template below to help correctly format a professional business letter.

Your full name

Your full address

Your phone number

Your email address *(if you have one)*

Today's date

Recipient's name

Recipient's organization

Recipient's full address

Dear Sir or Madam, *(or preferably Dear Dr./Ms./Mr. if you know the name)*

My name is \_\_\_\_\_ and I am \_\_\_\_\_ years old. I am a current \_\_\_\_\_ at \_\_\_\_\_

\_\_\_\_\_. Our class has recently been studying... *(this is where you build your credibility)*

I am writing to you because... *(state your mission and why)*

I would like to suggest that... *(state your suggestions and why)*

Thank you for taking the time to consider my letter. I look forward to hearing from you.

Sincerely,

*(sign your name)*

Print or type your name