

Return Address

(1 space)

Date (Day Month Year)

(1 space)

Title and full name of recipient

Position/Job Title of recipient

Company Name

Address

(1 space)

Dear Ms./Mr./Dr. Last Name:

(1 space)

Subject: Title of subject of letter

(1 space)

Body Paragraph 1

(1 space)

Body Paragraph 2

(1 space)

Closing

(1 space)

Signature

(3 spaces)

Your Name Typed

Your Title

(3 spaces)

Enclosures (no. included with letter)