

## ABOUT BUSINESS LETTERS:

### What is a business letter?

A business letter is a formal way to communicate with a company or organization. You should not use the same style and tone that you would if you were writing or texting family or friends. Your tone should be formal and professional.

### How is a business letter used?

There are many different types of business letters that a person can write to achieve different things. In order to know what type of business letter to write, it is important to know what you are trying to achieve. Some of the different types of letters are: acknowledgement, complaint, cover, and response letters.

## PARTS OF A BUSINESS LETTER:

### RETURN ADDRESS:

Is the address of the person writing the letter. It includes the sender's street address, city, state and zip code. On the third line of the return address is the date. The return address does not include the sender's name simply because it is typed and signed at the bottom of the letter itself.

### INSIDE ADDRESS:

Is the address of the person receiving the letter. It includes the person's title and name on the first line, followed by the street address on the next line. The third line includes the city, state and zip code.

### SALUTATION:

Is the greeting or opening of the letter. It is always followed by a colon (:). Some examples of salutations are:

- Dear Mr. Smith:
- To Whom It May Concern:  
(if you do not have name)

### BODY:

The body of the letter is written using single spacing. The paragraphs are not indented and double spacing is used between them.

### COMPLIMENTARY CLOSING:

The personal closing of a letter. It is always followed by a comma (,). Some examples of complimentary closings are:

- Sincerely,
- Yours truly,

### TYPED NAME:

Includes the sender's first and last name.

### SIGNATURE:

Signature of the author of the letter.

BODY

↓ 2" TOP MARGIN

350 College Road  
Anytown, MA 02134  
Current Date

← RETURN ADDRESS & DATE

↓ QS

Ms. Cassie Stuart  
Fashion Works, Inc.  
240 Notastreet Avenue  
Anyville, NY 05401

← INSIDE ADDRESS

↓ DS

Dear Ms. Stuart:

← SALUTATION

↓ DS

Enclosed is my resume for your review in response to your advertisement for employment in a recent issue of *The Daily Gazette*. I would be very interested to learn more about the position of fashion designer and how my qualifications may best fit your needs.

↓ DS

Recently, I graduated with a Bachelor of Fine Arts Degree in Fashion Design from the University of Fashion Technology in New York. I have also interned with several major department stores in the Boston area. Some of my responsibilities included assisting designers with style proposals and basic pattern making. My experience with textiles and accessories is solid since I have worked in the retail industry since high school.

↓ DS

I would welcome the opportunity to discuss my qualifications further with someone in your company. I can be contacted at 888.555.1234 or by e-mail at [cstuart@sample.com](mailto:cstuart@sample.com).

Sincerely,

← COMPLIMENTARY CLOSING

Morgan Higgins

← SIGNATURE

Morgan Higgins

← TYPED NAME

Enclosure

← ATTACHMENTS (IF ANY)