

Business Letter

A business letter includes six basic parts:

- Heading
- Inside address
- Greeting
- Body
- Closing
- Signature

All six parts are left aligned. Business letters should be typed.

- Heading:** Includes the date and the address of the person sending the letter.
- Inside address:** this is the address of the person you are writing to; it includes the title of the person and the company name. If you do not know the name of the person you need to address, you can use "To Whom It May Concern:" "Dear Sir:" "Dear Madam:"
- Greeting:** The salutation (Dear _____). The greeting line ends with a ":"
- Body:** your message
- Closing** (closing words: Sincerely is standard for a business letter or Yours truly, or Regards, Respectfully,)
- Signature:** Your name, handwritten and typed



