

1 - 1.5" margin

1 - 1.5" margin

250 Pine Street
Edmonton, AB T8U 3B9
780-555-9834 [optional]
singhr@comline.ca [optional]

1 line

April 29, 2009

1 line

Mrs. Amanda Wright
Manager
Harper Creative, Inc.
Suite 45, 136 Maple Avenue
Victoria, BC V8Y 3E5

1 line

Dear Mrs. Wright:

1 line

Subject: **How to format a business letter**

1 line

In the first sentence of the first paragraph, state the purpose of the letter. Combined with the subject line, this first sentence prepares your reader to receive your message. Get to the point as quickly as possible unless you are delivering bad news (then you can delay by a sentence or two). People are busy and don't want to read a lot before learning the purpose of your letter.

1 line

In the middle paragraph(s) of the letter, provide details to support your main point. Be clear so that the reader understands the information. Organize the details so that they lead the reader toward the conclusion(s) you plan to make. Keep the letter as short as possible and use plain language. If you are enclosing material with the letter, be sure to list what you're enclosing and why.

1 line

In the final paragraph, draw a conclusion for your reader and make a call to action. Business letters end with a goodwill closing. For example, you might express gratitude for the reader's help (e.g., "Thank you for your help,") or you might express interest in continuing a working relationship (e.g., "I look forward to working with you again soon"), etc.

1 line

Sincerely,

3 lines

Raphinder Singh
Communications Consultant

1 line

Encls.: 2

1 - 1.5" margin

Click here to see a presentation on how to address your letter.

Click here for more about subjects.

1 - 1.5" margin

minimum 1 - 1.5" margin

1

2

3

4

5

6

7

8

9