

# BUSINESS LETTER

**Your Name**

Address, City, ST, Zip | Phone # | email address

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[Today's Date]

[Addressee Name]

[Addressee Title]

[Company Name]

[1234 Street Address]

[City, State, Zip]

Dear [Name],

In this paragraph, deliver a friendly and clear introduction. Introduce yourself and state the main point/s of the letter here. Keep this section short and to the point.

In this paragraph, explain the importance of the main point by providing compelling and persuasive reasoning. You can use facts, data, and other quantifiable metrics to support your claim.

In this paragraph, continue to provide background information to back up your reasons. Explain to the addressee why/how this information is relevant to them.

Close by restating the main point/s of the letter and including a call to action.

Respectfully/Sincerely,

[Your Signature]

[Your Typed Name]