

November 1, 2016

[alternative spot for date]

Ms. Jill Mackey
Letter Writing Company
1234 Writing Class Lane
Any City, U.S.A. 12345

Dear Ms. Mackey:

The first paragraph of a typical business letter should state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Save the details until the next paragraph.

In the second paragraph, provide the supporting details to justify your purpose. This could include background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter is enough.

In the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is related to your employment, consider ending your letter with your contact information and title if it not included on letterhead. However, if the purpose is informational, consider closing with gratitude for the reader's time.

Sincerely,

<SIGNATURE GOES HERE>

Your Name
Student

encl. [use this only to signify that there are one or more enclosures]

DIRECTIONS: Read the sample letter. Study the parts. Then, on a separate page, compose a business letter of your own. Choose from one of the topics below. Circle your topic.

Letter of Reference

Cover Letter for Job Application

Letter of Resignation