

Name: \_\_\_\_\_



## Format For a Business Letter

Heading

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

\_\_\_\_\_

Inside Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Salutation

Subject line

\_\_\_\_\_

Opening Paragraph

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Body of letter

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Closing paragraph

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Closing

\_\_\_\_\_

Signature

\_\_\_\_\_