**English Business Letter Format**

A business letter is a formal document often sent from one company to another or from a company to its clients, employees, and stakeholders, for example. Business letters are used for professional correspondence between individuals, as well.

Business letters are still used for many important, serious types of correspondence, including **reference letters**, **employment verification**, **job offers**, and more.

Writing an effective, polished business letter can be an easy task, so long as you adhere to the established rules for layout and language.

**What to Include in the Letter**

Make the purpose of your letter clear through simple and targeted language, keeping the opening paragraph brief. You can start with, *“I am writing in reference to…”* and **from there, communicate only what you need to say.**

The subsequent paragraphs should include information that gives your reader a full understanding of your objective(s) but avoid meandering sentences and needlessly long words. Again, keep it concise to sustain their attention.

**Sections of a Business Letter**

Each section of your letter should adhere to the appropriate format, starting with your contact information and that of your recipient’s; [salutation](https://www.thebalancecareers.com/letter-salutations-and-greetings-2059709); the body of the letter; closing; and finally, your signature.

**Your Contact Information**

* Your Name
* Your Job Title
* Your Company
* Your Address
* City, State Zip Code
* Your Phone Number
* Your Email Address

**The Date**

* The date you're penning the correspondence

**Recipient’s Contact Information**

* Their Name
* Their Title
* Their Company
* The Company’s Address
* City, State Zip Code

**The Salutation**

* Use "*To Whom It May Concern*” if you’re unsure specifically whom you’re addressing.
* Use the formal *salutation*“Dear Mr./Ms./Dr. [Last Name],” if you do not know the recipient.
* Use “Dear [First Name],” only if you have an informal relationship with the recipient.

**The Body**

* Use single-spaced lines with an added space between each paragraph, after the salutation, and above the closing.
* Left justify your letter (against the left margin).

**Closing Salutation**

Keep your closing paragraph to two sentences. Simply reiterate your reason for writing and thank the reader for considering your request. Some good options for your *closing* include:

* Respectfully yours
* Yours sincerely
* Cordially
* Respectfully

**If your letter is less formal, consider using:**

* All the best
* Best
* Thank you
* Regards

**Your Signature**

* Write your signature just beneath your closing and leave four single spaces between your closing and your typed full name, title, phone number, email address, and any other contact information you want to include. Use the format below:
* *Your handwritten signature*
* Typed full name  
  Title

**Make Sure Nothing Was Missed!!!**