**Salutation**

**Subject line (Optional)**

**Body of the letter**

***First paragraph***

State the **purpose** of the letter. Come right to the point.

Of course, each business letter has its own **purpose:** make a complaint, request information, respond to

a sales inquiry, apply for a job, etc.

**Complimentary Closing**

***Signature***

**Your Name**

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This is NOT like an essay intro. “I am writing to ……”

***Second paragraph***

Fill in the necessary **background**. Add and explain without unnecessary information. Stick to the

facts.

***Third paragraph***

Give your **call to action**. Be clear and specific. NOT like an essay conclusion. Depending on your

letter’s purpose, this paragraph may summarize; recommend a course of action; make a specific request;

present your qualification; etc.

Writing Centre

**Business Letter Template**

**Return address**

**Attention line (Optional)**

**The date**

**Recipients address**