

# HOW TO FORMAT A BUSINESS LETTER

**YOUR ADDRESS**  
123 Main Street  
Anytown, AB 23456  
June 1, 2010

**YOUR ADDRESS & SIGNATURE  
ALIGN LEFT OR RIGHT**

**THE PERSON'S NAME**  
Bigshot Hotwig  
Hotwig Industries  
123 Factory Blvd.  
Anytown, AB 98765

**THEIR ADDRESS**

**TITLE and NAME,  
FOLLOWED BY A COLON**  
Dear Mr. Hotwig:

**SAY WHAT YOU'RE WRITING ABOUT RIGHT AWAY**  
I am writing to complain about the recent level of noise made by your factory. The factory seems to be working through the night, and the noise is unbearably loud. A professional decibel estimator has estimated that the decibel levels are enough to make a person

**CITE AN AUTHORITY IF POSSIBLE**  
Although I understand Hotwig Industry's value to the community, the pollution really must stop. As a member of this community, I am sure that you can understand that a completely deaf community will not look favorably upon your business.

**ASK FOR A REPLY IN YOUR CLOSING**  
I appreciate your attention and look forward to your response.

**EXPLAIN WHY THEY SHOULD CARE**

**SINCERELY,  
SIGNATURE,  
FULL NAME**  
Sincerely,  
*Jane Sittizen*  
Jane Sittizen

# HOW TO FORMAT A BUSINESS LETTER

## step by step

Begin with your address and the day's date at the top. You can use a letterhead (if you have one) and just add the date, or you can type in your address. If you have an e-mail account, it is helpful to add this information above the date. You should either have your address on the left side of the page or you can indent it to the right.

Skip two lines.

Then, always on the left side of the page, write the full name of the person you want to address (if you know it), the name of the company, and their address.

Skip two lines.

The salutation line is "Dear Title Last Name:" (Dear Dr. Smith:)

Skip one line.

The first paragraph should explain why you're writing in clear, simple language. The last paragraph should ask for a reply. In the letter, it is good to cite an authority if possible ("most doctors agree that..."). It is also helpful if you can explain to the person why they should care about what you care about ("this issue can affect your business."). Keep the letter as short as possible. The tone should be cool and crisp, no matter how impassioned you feel.

The closing should be "Sincerely," followed by two skipped lines and your full typed name. Before you mail the letter, write your signature in the space between the "sincerely" and your name. The closing should line up with your address (either on the left side of the page or equally indented to the right).

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|--|--|
|  | 123 Main Street<br>Anytown, AB 23456<br>June 1, 2010 |
| Bigshot Hotwig<br>Hotwig Industries<br>123 Factory Blvd.<br>Anytown, AB 987654   |  |
| Dear Mr. Hotwig:   |  |
| I am writing to complain about the recent level of noise made by your factory. The factory seems to be working through the night, and the noise is unbearably loud. A professional decibel estimator has estimated that the decibel levels are enough to make a person deaf. |  |
| Although I understand Hotwig Industry's value to Anytown, the noise pollution really must stop. As a member of this community yourself, I am sure that you can understand that a completely deaf community will not look favorably upon your business.                       |  |
| I appreciate your immediate attention to this matter. I look forward to your reply.  |  |
|  | Sincerely,<br><i>Jane Sittizen</i><br>Jane Sittizen  |

# HOW TO FORMAT A BUSINESS LETTER: an example

123 Main Street  
Anytown, AB 23456  
June 1, 2010

Bigshot Hotwig  
Hotwig Industries  
123 Factory Blvd.  
Anytown, AB 987654

Dear Mr. Hotwig:

I am writing to complain about the recent level of noise made by your factory. The factory seems to be working through the night, and the noise is unbearably loud. A professional decibel estimator has estimated that the decibel levels are enough to make a person deaf.

Although I understand Hotwig Industry's value to Anytown, the noise pollution really must stop. As a member of this community yourself, I am sure that you can understand that a completely deaf community will not look favorably upon your business.

I appreciate your immediate attention to this matter. I look forward to your reply.

Sincerely,  
*Jane Sittizen*  
Jane Sittizen