

FORMAL BUSINESS LETTER TEMPLATE FOR COVER LETTERS

Your Name and Address

(2 line spaces, minimum)

Date

(4 line spaces)

Company Address:

Name, Title, Company, Complete Mailing Address

(2 line spaces)

Salutation:

Dear Mr./Mrs./Ms., or first name if you know the person well

Follow the salutation with a colon. If using the first name only, it may be followed with a comma

(2 line spaces)

Body:

Type single space, with two line spaces between paragraphs

Devote one paragraph to each important point

(2 line spaces)

Closing:

Sincerely, Yours sincerely

If two-word closing, only the first word is capitalized

(4line spaces, within which your written signature appears)

Signature:

Full name typed

Below your name, your job title

Never precede a written or typed signature with a title (Mr., Mrs., Mr., Dr.)

(2 line spaces)

Enclosure (if there is one)

cc: (John Doe)