

Writing a Business Letter

Often, we need to write a professional letter for various reasons (thank you, cover letter, etc.). Below are some tips for writing a formal business letter.

- **Type the letter out** or if a hand-written letter, use blue or black ink.
- **Keep the tone professional** - Even if you know the person, this is not casual or chatty like email can be. Your letter should be friendly, but professional.
- **Be sure to sound like yourself** - You don't want your letter to read as if someone else or a robot wrote it.
- **Write clearly** - State your point early in the letter. Use straightforward and concise language. Be sure you can hold your reader's attention.
- **Organize information logically** - Group related information into separate paragraphs.
- **Be persuasive** - Establish a positive relationship with the reader. If you have a connection to them, please list it.
- **Understand who is reading the letter** - Address items you think they may want to hear or give examples to help prove any points you want to make.
- **Conclude with a call to action** - State what the person needs to do and if you will be following up and how.
- **Proofread your letter** - Do not just rely on spell check. Proof for grammar, spelling and punctuation. Mistakes can leave an unfavorable impression.

Business Letter Envelope Template

Your Name Street Address City, State Zip	Stamp
Their Full Name Title Company Street Address City, State Zip	

Business Letter Template

This is a sample letter outline that can help you with your business letter. It shows you how to layout the addresses on your letter, where your closing should go, and has some sample categories that you can use.

Your Name
Street Address
City, State Zip
Date

Their Name
Title
Company
Street Address
City, State Zip

Dear Miss/Ms./Mrs./Mr. Last Name,

Body Text: Why are you writing? What is the reason for the letter? If any connections, establish them up front. Group related information together in paragraphs.

Closing "Call to Action": State what the person needs to do and if you will be following up and how.

Sincerely,

[SIGNATURE HERE]

Your Printed Name

Enclosures *(if anything else will be included with the letter, list number of enclosures here)*

c: *(if anyone else should get a copy of this letter, put their name here)*