

[Your Name]
[Your Address...]
[Should be displayed in
the top right corner]

Formal Style Letter Sample

[Recipient's Name]
[Company Name]
[Address]
[City, State and Zip Code]

[Date]

Dear [Recipient's Name]:

This is the main body of the letter.

There are many different types of business letters. A formal style letter has your address displayed in the top right corner along with the recipient's address on the left just beneath your address. The date should be displayed just below your address on the right. Your greeting should be displayed on the left just beneath the date.

At the end of your letter, type the complimentary close and components (optional) as shown below also being flush with the left margin.

Yours sincerely,

[Sign Here]

[Type Your Name, Title]

[Identification Initials of Typist]

CC: [Name for Copy]
[Name for Copy]