

Business Letter

Heading

- The **heading** gives the writer's address and the date. A comma is placed between city and state.

234 South 3rd Street

Drew, MS 38737

June 6, 2001

Inside Address

- The inside address gives the name and address of the person or company receiving the letter.

Dr. Robert Harris, Director
Health Care Center
P.O. Box 123
Drew, MS 38737

Formal Greeting

- The formal greeting is always followed by a colon (:).

- Dear Sir:
- Dear Madam:
- Dear Mr. Harris:

The Body

- The body states the purpose of the letter. Facts are given in a brief, logical way. Each paragraph is indented.

The Body

- When you write a business letter, make your message clear and brief.

Closing

- The formal closing is followed by a comma. Only the first word is capitalized.

Signature

- The writer's name is typed four lines below the closing.

Yours truly,
Susan Jones
Susan Jones

Sincerely yours,
Susan Jones
Susan Jones