[Dateline] Month (fully spelled out), day, and year.

[RECIPIENT'S name and mailing address]

Ms. Rebecca Recipient

Vice President for Marketing and Communications

New River Community College

1408 Springfield Drive

Ballardvale, MA 01810

[Greeting or salutation] Dear Ms. Recipient,

[Body] [USE ONE EXTRA PARAGRAPH RETURN BETWEEN PARAGRAPHS] Starts one line below the greeting. The body of the letter contains whatever you have to say.

THIS IS SAMPLE TEXT ONLY. Here is some pretend body copy, taken from a sample letter online. I would like to take this opportunity to introduce myself as your Green Technical Systems' Training Manager and welcome you as a valued customer.

THIS IS SAMPLE TEXT ONLY. I will be contacting you in a few days to schedule a visit to your office to discuss course details and training dates. If you need to get in touch with me beforehand, please call me at 1.888.555.1212. We value the comments of our customers and we hope you will share your thoughts with us.

THIS IS SAMPLE TEXT ONLY. A formal letter is a type of communication between a company and an individual or between individuals and companies, such as contactors, clients, customers and other outside parties. Formal letters are not like personal letters; they have a more formal tone, writing style and focus on conciseness and concreteness. This is why they are also called formal business letters. However, the tone of the letter can greatly vary, depending upon the type of business letter. Generally, a business letter is written for sales efforts, resolving issues and considerations, and relationship building.

THIS IS SAMPLE TEXT ONLY. Moreover, depending upon the recipient, their tones may vary from informational, persuasive, motivational or promotional. Normally, they have a clear objective and purpose as they are targeted towards specific groups or individuals. Used in our daily lives, a formal business letter format has become really essential to businesses in specific. Let’s find out more about its importance in the next section.

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[Complimentary close] Sincerely yours,

[Signature: hand-write your signature immediately below the complimentary close]

[SENDER’S name on one line] [sender’s job title on the next line] [sender’s address, phone # etc. on lines below]

Sender’s Name

Sender’s Job Title (example: Division Director, Human Resources)

Example text: Burruss Hall, Suite 340

800 Drillfield Drive

Blacksburg, Virginia 24061

p: (540) xxx-xxxx c: (540) xxx-xxxx

email: person@vt.edu

[Final notations such as cc:]

cc: