



# SAMPLE BUSINESS LETTER

Name \_\_\_\_\_

- Business letters usually have six parts:
- Heading:** (address and date)
  - Inside Address:** (name and address of recipient)
  - Greeting (salutation):** (Dear Mr., Mrs., Ms., Dr., \_\_\_\_\_)
  - Body:** (main part of your letter)
  - Closing:** (Sincerely or Respectfully yours, \_\_\_\_\_)
  - Signature** (Your name in cursive)

Pleasant School  
123 Learning Street  
Core, CO 98765  
July 1, 2014

**Heading**

President Phil Anthropist  
Hometown Bank  
123 Main Street  
Core, CO 98765

**Inside Address**

Dear Mr. Anthropist,

**Greeting**

**Body**

Our school recently visited JA BizTown, a mini-town offered by Junior Achievement that students operate for the day. Your company sponsors a business at JA BizTown. We want to thank you for making a contribution so that we could have a great day of fun and learning.

We learned how to contribute to the economy of JA BizTown and how to operate a quality business. There were several things we did to serve our customers well and earn a profit. We also tried to keep our customer lines from getting too long!

Finally, we learned how important it is for businesses and people to be philanthropic. Your company helped our school enjoy JA BizTown because of your philanthropy. We appreciate your generosity. Thank you.

Sincerely,

**Closing**

*J.A. BizTown Employee*

**Signature**