Formal Letter Format and Formal Letter Template

Sender's Return address Line 1 (Street Address/Apartment)

Sender's Return Address Line 2 (City, State Zip Code)

Date (Month, Day, Year)

Mr/Ms/Professor/Dr Full Name of Recipient

Title/position of Recipient

Company Name

Recipient's Mailing Address Line 1 (Street Address/Suite)

Recipient's Mailing Address Line 2 (City, State Zip Code)

Dear Mr/Ms/Professor/Dr Last Name/Family Name of Recipient:

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Closing (Sincerely, Regards, Thank you in advance, etc.)

Your Signature

Your Name

Your Title

Enclosures (# of documents that you are sending, if any)