

SAMPLE BUSINESS LETTER

{Name of Contact}
{Job Title}
{Address}
{Address}
{Town}
{Post Code}

Alternatively, place your address at the head or foot of the page.

{Your Name}
{Your Address}
{Your Address}
{Your Town}
{Your Post Code}

{Your Telephone Number}

{Date}

Dear {Name}

RE. is shorthand for 'regarding'. This heading is not necessary, but is helpful for quick identification.

RE. {BRIEF OUTLINE OF CONTENTS OF LETTER}

{Introduction}

e.g. 'Following our recent telephone conversation...', 'I am writing to confirm...', 'Thank you for your...' or 'Please find enclosed details of...'

{Paragraph 1}

{Paragraph 2}

{Conclusion}

{Closing statement}

e.g. 'I look forward to hearing from you', 'Thank you for your consideration' or 'Please contact me if you require further information'

{Envoi}

e.g. 'With regards' 'Best wishes'
'Yours faithfully/sincerely'

{Your Name}
{Your Job Title}
Enc

Not necessary unless your job title is relevant. *Enc.* is sometimes used when additional information is enclosed, like extra leaflets for example.