

Parts of a Business Letter

Heading 1 The heading includes the sender's address and the date. Begin an inch from the top of the page at the left margin.

Inside Address 2 The inside address includes the name and address of the person or company you are writing to. Place it at the left margin, four to seven spaces below the heading. If the person has a special title, such as *park ranger*, add it after his or her name. (Use a comma first.)

Mr. David Shore, Park Ranger

Salutation 3 The salutation (greeting) should begin on the second line below the inside address. Always use a colon at the end of the salutation.

- If you know the person's name, write this:

Dear Mr. Shore:

- If you don't know the name, use clear, fair language:

Dear Park Ranger: Dear Sir or Madam:

Dear Yellowstone Park: Greetings:

Body 4 The body is the main part of the letter. Begin this part two lines below the salutation. Do not indent. Double-space between paragraphs.

Closing 5 Write the closing at the left margin, two lines below the body. Use *Sincerely* for a business letter closing. Always place a comma after the closing.

Signature 6 End your letter by writing your signature beneath the closing. If you are typing your letter, skip four lines and type your full name.

Sample Letter of Request

1 4824 Park Street
Richland Center, WI 53581
January 1, 2000

2 Mr. David Shore, Park Ranger
Yellowstone National Park
Box 168
Yellowstone National Park, WY 82190

3 Dear Mr. Shore:

We're having a contest in my family to see who can plan the best summer vacation. I want to convince everyone that a trip to Yellowstone National Park would be better than going to New York City or even to the seashore for a week. This is not going to be easy!

4 I would appreciate any help you could give me. I am most interested in some up-to-date brochures with photos and maps of the park. I will also need some information about where we can stay and what we can do in the park.

Thank you for your help. Maybe I'll see you next summer.

5 Sincerely,

6 *Luke Johnson*

Luke Johnson

