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:

Body Paragraph

Body Paragraph

Body Paragraph

Body Paragraph

Body Paragraph

Body Paragraph

Body Paragraph

Body Paragraph

Body Paragraph

Body Paragraph

Body Paragraph

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

Your Signature

Your Name

Your Title

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