FORMAL LETTER TEMPLATE

[Sender's Name]

[Street Address]

[City, State, Postal Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Job Title]

[Organization Name]

[Street Address]

[City, State, Postal Code]

Salutation:

Dear [Recipient's Name or Title],

Body of the Letter:

Paragraph 1: State the purpose of your letter

Paragraph 2: Add any needed details

Paragraph 3: Provide closing information

Closing:

Sincerely,

[Your Name]

Signature Block:

[Handwritten Signature]

[Typed Name]