

## Sample Business Letter

**Heading**

Monroe Chamber of Commerce  
 105 East Bay Road  
 Monroe, LA 31404-1832  
 October 19, 2000

**Four to Seven Spaces**

**Inside Address**

Ms. Charlotte Williams, Manager  
 Belles Lettres Books  
 The Delta Mall  
 Monroe, LA 31404-0012

**Double Space**

**Salutation**

Dear Ms. Williams:

**Double Space**

Welcome to the Monroe business community. As the Chamber's executive director, I'd like to thank you for opening your store in the Delta Mall. Belles Lettres Books is a welcome addition to the town's economy, especially with the store's emphasis on Southern authors. I wish you success.

**Body**

I would like to invite you to join our Chamber of Commerce. Membership gives you a voice in your community and access to promotional materials.

If you decide to join, I could set up a ribbon-cutting ceremony, which would provide some useful news coverage. Call me at 944-0645 or e-mail me at <alein@chamber.org> if you have any questions.

**Complimentary Closing**

Sincerely,

**Double Space**

**Signature**

*Ardith Lein* **Four Spaces**  
 Ardith Lein

**Double Space**

**Initials  
 Enclosures  
 Copies**

AL:nk  
 Encl. membership brochure  
 cc: Peter Sanchez, Membership Chairperson

## Parts of a Business Letter

A business letter presents complete information in the order below.

### Heading

The heading gives the writer's complete address, either printed in the letterhead or typed out, plus the date. (If the address is part of the letterhead, place only the date in the upper lefthand corner. See sample on page 299.)

### Inside Address

The inside address gives the reader's name and complete mailing address (including the company name). If you're not sure which person to address or how to spell his or her name, call the company and ask. If the person's title is a single word or very short, place it after the name, separated by a comma. Longer titles go on a separate line.

### Salutation

The salutation personalizes the letter. Use *Dear* with people only, not department or company names. Place a colon after the name. (See "Business Writing," at 530.2)

### Body

The body contains your message in single-spaced paragraphs with double spacing between them. The body of your letter is organized in three parts: (1) the beginning states why you are writing, (2) the middle provides all the needed details, and (3) the ending focuses on what should happen next.

### Complimentary Closing

The closing politely ends the message with a parting word or phrase—*Sincerely, Yours sincerely, Yours truly*,—followed by a comma. Capitalize only the first word of complimentary closings.

### Signature

The signature makes the letter official. It includes the writer's handwritten name and corresponding typed name.

### Initials, Enclosures, Copies

When someone types the letter for the writer, that person's **lowercased initials** appear after the writer's capitalized initials, separated by a colon.

If a document (brochure, form, copy) is **enclosed** with the letter, the word *Enclosure* or *Encl.* appears below the initials.

If a **copy** of the letter is sent elsewhere, type "cc:" and follow with the name of the person or department receiving the copy.