## Handout: 7 Elements of Writing a Business Letter

There are seven basic elements to a business letter. They are the following:

1. Letterhead or return address
2. Date- type this two to six lines below the letterhead/return address. Type the date out and avoid using the numerical format (ex. MM/DD/YYYY).
3. Inside address- this is the address of the recipient. The first line should include the recipient’s name. This is then followed by their address.
4. Salutation- if you know the person’s name use Mr., Mrs., or Ms., and their last name only. Remember if you are writing to a doctor, use Dr.
5. The body of the letter- try keeping this brief and specific. Business letters should not be too long. You should use double spacing between paragraphs. This will give your letter a better appearance.
6. Complimentary close- there is many ways to close your letter. To make it simple, use “Sincerely”. This is a happy medium between very formal and informal.
7. Signature block- after you complimentary close, add three spaces and then type your full name. The spaces give you an area to sign your name between the complimentary close and your typed name.