FORMAL BUSINESS LETTER TEMPLATE
FOR COVER LETTERS

Your Name and Address
(2 line spaces, minimum)

Date
(4 line spaces)

Company Address:
Name, Title, Company, Complete Mailing Address
(2 line spaces)

Salutation:
Dear Mr./Mrs./Ms., or first name if you know the person well
Follow the salutation with a colon. If using the first name only, it may be followed with a comma
(2 line spaces)

Body:
Type single space, with two line spaces between paragraphs
Devote one paragraph to each important point
(2 line spaces)

Closing:
Sincerely, Yours sincerely
If two-word closing, only the first word is capitalized
(4line spaces, within which your written signature appears)

Signature:
Full name typed
Below your name, your job title
Never precede a written or typed signature with a title (Mr., Mrs., Mr., Dr.)
(2 line spaces)

Enclosure (if there is one)
cc: (John Doe)