

BUSINESS LETTER

letterhead:
company logo and contact information

January 13, 20XX

Global **date** format is 13 January 20XX.

Type your **return address** here if you are not using letterhead stationery, then type the date after the address.

SOUTH PACIFIC 24 CORPORATION
6278 W. Sycamore
Irvine, CA 92616-1234
January 13, 20XX

Pat Lopez
NORTHERN GRAPHICS
1900 E. 17th St.
Santa Ana, CA 92706-0237

recipient's name and address

Pat Lopez
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January 13, 20XX

Dear Mr./Ms./Dr. Pat Lopez:
Dear Pat Lopez: *(not sure if Mr. or Ms.)*
Dear Pat: *(friendly, but can be rude)*
Dear [job title]: *(name unknown)*
Dear Sir or Madam:
To Whom It May Concern:

salutation or greeting:
In personal letters, a comma (,) usually follows the greeting, instead of a colon (:).

Re: [subject of letter] *(sometimes typed before the salutation)*

BODY OF LETTER:

- 1) Reason for writing (writing for information or for reporting an event),
- 2) Details or description,
- 3) "Please [action or results]. I look forward to your reply/hearing from you soon/meeting you [on January 25, 20XX/this Wednesday/next week]," or "Thank you for your help/your consideration/doing business with us."

Regards,
[your signature]

valediction or complimentary close:
Respectfully, Very truly yours, or Sincerely

Robert Gonzalez
Senior Manager
SOUTH PACIFIC 24 CORPORATION
(949) 123-4567, extension 2660
robert.gonzalez@southpacific24.com

Start **signature block** on the 5th line down.

INTEROFFICE MEMORANDUM

TO: [All Employees, or names of recipients]
CC: [names of secondary recipients]
FROM: [your name, job title]
DATE: January 13, 20XX
SUBJECT:

[body of memo]

Attachments:

RG/ka

Type **writer/typist initials** on the 3rd line down.

Enclosure(s): [document name(s), or number of documents]
cc: **[courtesy copies;** names in alphabetical order of those who receive a copy]