

Sample Business Letter

Your Company Name &
Full Unit Address
Contact Details

Letter Reference No:

Date:

Recipient Contact person Name
Contact Details

Recipient Company Name
Address,
Telephone number mostly used,

Subject:

Reference: (recent communication Details)

Kind attention: Mr. / Ms. /Mrs.

Dear Sir,

State purpose of the letter

General information of the letter's writing

Resume of Details with hope of return positive

Thanking you,

Sincerely,

(Sign here)

Name & Designation
Specific Place (Department / Unit etc...)
Location of Unit