

# Parts of a Formal Letter A Drafting Template

Writer's name and  
address - The "HEADING"

Sometimes the heading is on the  
left side. Sometimes the date is  
below the heading.

Address of the  
recipient -  
"INSIDE ADDRESS"

DATE

Greeting - SALUTATION  
(Dear Name of Person)

BODY

BODY

COMPLIMENTARY  
"CLOSURE" -

Sincerely, Thank you,  
Yours truly, etc.

YOUR SIGNATURE (by hand)

YOUR TYPED NAME

Sometimes the paragraphs in the  
body have an indented first line  
and sometimes they do not.