

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.*