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.*

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

YOUR SIGNATURE (by hand)

YOUR TYPED NAME