

# Parts of a Formal Letter

## A Drafting Template

Writer's name and  
address - The "HEADING"

Bureau of Land Management  
1849 C Street NW  
Washington, DC 20240

Address of the  
recipient -  
"INSIDE ADDRESS"

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

DATE

To Whom It May Concern:

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.*