

Parts of a Formal Letter

A Drafting Template

Writer's name and
address - The "HEADING"

Address of the
recipient -
"INSIDE ADDRESS"

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

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