Your Name,

Your Address.

E.g. John Boer,

Ramky Solutions.

Date (Day Month Year) or (Month, Day Year)

E.g. 23 June 1995 (or) June, 23 1995

Name (With Salutation Mr/Ms/Mrs),

Designation,

Company,

Address

E.g. Mr. Joe Collins,

Managing Director,

Emerson and Co.,

Derry, UK.

Dear (Salutation) (Last Name),

E.g. Dear Mr.Collins,

Introduction about yourself- Your Name, Your Designation in the company, Brief introduction for writing the letter

Explain in clear and plain terms the purpose of asking the favor. Mention how the person can help you and if you can return the favor.

Sincerely thank the person in advance for the request.

Closing should be done with “Sincerely”

Signature with designation

E.g. John Boer,

Director

If there are enclosures they need to be mentioned at the end stating the number.

E.g. Enclosures (3)