When it comes to business writing letter format, the whole process to do is very simple. There are certain guidelines that should be followed when you are writing a business letter.

The guidelines define the format of a business letter. The format as such comprises of a well defined pattern. The format is as follows:

* The first thing comes is the FROM address.
* Post that comes the TO address
* Salutation is a very important part in the format of not just a business letter but any letter for that matter.
* Once you make the reference, the follow up are the paragraphs. In most cases, the letters usually have three paragraphs.
* The first paragraph is more like an introduction. You need to introduce yourself or your company. Place the general details.
* The second paragraph has the details about the purpose for which one is writing the letter for.
* The third and the final paragraph is more like the ending of the letter, where in you thank the reader for looking into the letter.