**Sample Professional cover letter template**

Name

Address

City, State, Zip

Contact No.

Email ID

Date:

Recipient’s Name

Company’s Name

City, State, Zip

Phone Number

Dear Mr. or Ms.:

**Body of the letter**

Make sure that the Body of the Letter is paid enough importance to. The body of the letter is what describes the purpose behind writing the professional letter. This way you can express your reason and queries. You should be certain that the language and tone is decent and simple. Anything fancy that does not relate to the actual purpose of the letter might change the whole set up. The body is divided into the minimum three paragraphs. However, the number of paragraphs could be more than three as well.

Make sure the content in your letter is elaborate only when it is required. If there are loads of information to be mentioned into the letter, make sure you present it well. Bullet points can be chosen as one of the options.

Yours Sincerely

Name

Signature