When it comes to professional letters, the format is not as difficult to follow. The format for professional letters is same as any other formal letter. What one needs to understand is that letter is means to communicate. Even today, letters are considered as one of the modes of communication, be it through the internet or through postal services.

To start off with, the first thing that you should be certain about when you write a professional letter is the format. On the left hand side, the first thing that comes is the returning address or more so the ‘From’ address. Below which comes the date and is followed by the ‘To’ address. Make sure with that you also mention the designation or the title that the individual holds, like manager, assistant manager etc.

A good deal of emphasis should be paid on the body of the letter. You need to end the letter by thanking the reader for the time he spent looking into your letter. End your letter with your name and signature.