Business letter writing is not a complicated process at all. A lot of people do get worked up as it is a formal letter. Though, it is a formal kind of a letter, the procedure to write a business letter is very simple. There are general guidelines that should be followed while writing a business letter.

* The first thing that you should know about while writing a business letter is the purpose. It is very important to know the purpose as to why and about what you are writing.
* When you are addressing the letter to someone in particular or any company as such, make sure you introduce yourself.
* The first paragraph should roughly talk about the criteria. The following paragraphs should pour a little more light on it.
* Make sure that the language used is simple and less complicated.
* Simple language does not mean informal language. You need to write like a professional.
* Make sure you don’t fill up the letter with unnecessary details.
* The last paragraph should sound pleasing. You should thank the reader for putting in time to read up your letter.
* The ending salutation should be well placed with thanking you, sincerely etc.