When you have to write a business letter, there are a few things that you should keep in mind. The general guidelines that are set will help you in writing not just basic but all kinds of business letters.

The way you address the person or the company should be done in the proper manner. There should be a reference, without which the letter is termed incomplete. Make sure the paragraphs are well divided. The first paragraph should cover the criterion of the letter. Make sure there is not much elaborateness.

Then end should be proper as well. Make sure that you thank the reader for looking into the content. That means the end should be pleasing. Make sure you do not use shortened forms of verb. Like for instance ‘don’t instead of do not’. This is a formal type of letter; the writer should always remember this. These pointers should be followed for all kinds of letters.