**Sample Professional business letter template**

**Contact Information (your details)**

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email Address

**Date:**

**Contact Information**

Name  
Title  
Company  
Address  
City, State, Zip Code

**Salutation**

Dear Mr./Ms. Last Name:

**The Body of Professional Letter**

Body of the letter is considered as one of the most important factors. You need to make sure that it is kept simple and short. In the first paragraph the purpose of the letter should be highlighted.

The second paragraph should fill in on the details and information related to your purpose or request.

The last paragraph should point on the reason based on which youare writing a letter. One should also thank the reader for looking into your letter.

Make sure you leave a one-line space between the paragraphs. Leave a single space between the letters and make sure you justify your letter.

**Complimentary Close:**

Respectfully yours,

**Signature:**

Handwritten Signature

Typed Signature