Formal Letter Form

1. The date of the letter.

2. Salutation with a colon.

Dear Ms. Brown:

Use "Mr." for a man. If you do not know how a female recipient prefers to be addressed, it is best to use "Ms."


Indent at the beginning of the paragraph. Include all the necessary information, but nothing extra.

4. Closing.

The most common closing is "Sincerely." Follow this with a comma. Sign your first name and last name name in the space below.

Sincerely,

Jonathan Wilson
April 23, 2010

Dear Ms. Jones:

Last week I met with you, and you sent me to the Educational Opportunity Center. I want to let you know that I am now enrolled at the Educational Opportunity Center. I attend classes Monday through Wednesday from 9:00 a.m. until 2:30 p.m. If you need any more information, please call me or write to me.

Sincerely,

Mary Brown