Business Letter Format

				Sender's street address - Number and Street				
	Не	eading	<u> </u>	_	Cit	ty	State	Zip
				_				Date
	Name of Add	ressee						
Street Address – Number and Street				< <u> </u>		Inside Address		
City	State	Zip						
Dear						Greeting	9	

As you can tell from the inside address before the greeting a business letter is much more formal. This is the type of letter you might write to a company to complain about a product, claim repair or Body replacement under warranty, or to re quest information. The language—grammar and vocabulary—used for this type of letter is very concise and formal. The audience for such a letter needs to be able to read the letter quickly, and understand the message that the writer is sending, whether it is a complaint, a request for information, or some other communication.



