[Your Name]
[Street Address]
[City, State ZIP]
[Phone] | [email@example.com]

[Month DD, YYYY]

[Recipient Name]
[Title]
[Company Name]
[Street Address]
[City, State ZIP]

Re: [Subject of the letter]

Dear Mr. / Ms. [Last Name]:

[First paragraph: state the purpose of your letter directly, e.g. "I am writing to request a quote for…" or "Thank you for meeting with me on…".]

[Middle paragraph(s): give the supporting details, facts, figures and dates. Keep each paragraph to one idea, and stay brief and professional.]

[Closing paragraph: state the next step or what you are asking for, and how and when you can be reached. Thank the reader.]

Sincerely,

[Your Name]
[Your Title, Company]

Enclosure: [Document name]
cc: [Name]

Full block format: every line starts at the left margin, with one blank line between paragraphs.