Your Return Address Block

Include your logo if you like

Left aligned is most formal (but this block can be centred or right aligned)

Date

Receiver’s name, title/position

Address Block

Left align this block,

and the rest of the letter.

Salutation:

Indicate the purpose of the letter (eg. to introduce the enclosed report; what is being sent and why?) (1-2 sentences). Leave a space between paragraphs.

Write a brief summary of the enclosed report (3-6 sentences), including methodology and main findings (be sure you summarize the content, not the structure of the report!). Add any important considerations. Use 11-12 point body font, left-aligned, single spaced, block paragraphs for the body of your letter; this is the most formal style of letter format.

Write a courteous closing sentence to create goodwill and indicating future actions or communications desired.

Closing,

Signature(s)

Typed names below signatures

Name of company

Attachment: title of attached document