

Return address of the letter writer:

1600 Main Street

Springfield, Kansas 12345

December 1, 2008

Mr. Name of the recipient & address:

Department of Linguistics

Right State University

1415 University Drive

Felicity, OH 45434

Dear Recipient,

(Body of the letter)

It is best to keep an initial business letter short. Business people are busy and do not have time to read long letters! In a one-page letter, you will usually only need three or four paragraphs, single spaced. **Use a double space in between paragraphs.**

Sincerely,

Sender Name

Enclosures (2): Descriptions