# Format for a Business Letter

1. Sender's address

2. Date

3. Recipient's address

4. Salutation

5. Body of the letter

6. Closing

7. Signature

8. Enclosures

Rd

**Wonderful Company**
**55 Main Street**
**White Plains, NY 10601**

**December 7, 2017**

**Ms. Jane Hernandez**
**President**
**Fabulous Company**
**100 Broad Avenue**
**White Plains, NY 10601**

**Dear Ms. Hernandez:**

I live around the corner from the offices of Fabulous Company. As a neighbor, I know how truly fabulous Fabulous Company is. Not only do you produce a fabulous product, you give back to the community. I'm a big fan of your annual community drive.

I am writing to let you know about Wonderful Company, a business I recently launched that also produces a wonderful product. I'm certain if we put our heads together, we can find synergies between our two companies and find ways to work together that are mutually beneficial.

Could I call on you for a strategy meeting? Thank you in advance for your response.

**Sincerely,**

**John Smith**
**President**
**555-555-5555**
**j.smith@wonderful.com**

**Enclosure: Wonderful Company brochure**