

## Business Letter Format

**Name:**

**Address:**

**City:**

**Date:**

**Attention:** (Department or person you are contacting)

**Subject:** (Subject of your letter)

**Reference:** (List materials provided for review (data table, graphs, etc))

**Salutation:** (Dear \_\_\_\_\_,)

**Body:**

Introductory paragraph – describe services performed

General findings – include summary of data

Recommendations – answers the client's request

Conclusion – Outline limitations of testing and recommendations. Invite further contact.

**Closure:** (Sincerely, Very truly yours, etc.)

**Distribution:** (list copies sent to others)