**Business Letter Format**

Your Street Address

Heading

Your City, State Zip

Date

(4 spaces)

Inside Address

First and Last Name of the Person to whom you are writing

Their Street Address

City, ST Zip

(2 spaces)

Salutation

Dear Mr./Ms. Full Name:

Body

(2 spaces)

You should not indent when you are writing a persuasive letter. You should introduce yourself and identify the topic to your reader. In a persuasive letter, you should state your opinion and/or feelings about a topic about which you are writing. Your letter must have facts to support your opinion, and you should explain the facts so that your audience can understand them.

(2 spaces)

Sincerely yours,

(4 spaces)

Signature

Your Full Name