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## Sample Cover Letter

Date  
 Name  
 Title  
 Corporation Name  
 Address  
 City, State, Zip

Dear Mr./Ms. \_\_\_\_\_:

Please find enclosed the request in the amount of \$ \_\_\_\_\_ dollar amount from \_\_\_\_\_ organization name \_\_\_\_\_. This funding will assist \_\_\_\_\_ organization name \_\_\_\_\_ in bringing Ballet Austin's Community Development through the Arts initiative to the community of \_\_\_\_\_ name of community \_\_\_\_\_.

This special initiative will provide performances and educational workshops for \_\_\_\_\_ number \_\_\_\_\_ families as well as providing a unique opportunity for \_\_\_\_\_ your organization \_\_\_\_\_ members to receive professional development training provided by an established professional arts organization. Ballet Austin staff members will be available for one-on-one consultation with board members, sharing tools and strategies that have proven successful in presenting ballet productions. This project is targeted to reach \_\_\_\_\_ number people, more than \_\_\_\_\_ % of who have never seen a live professional ballet performance before.

Community Development through the Arts is specifically designed for small to mid-size Texas communities and \_\_\_\_\_ organizational name \_\_\_\_\_ is committed to securing this program for our community. The educational benefits will be widespread and long lasting; from young children participating in arts workshops on-site in their school to key community members strengthening their marketing, outreach and fundraising skills.

This opportunity will bring high-quality professional arts programming to our community and increase our capacity to successfully present subsequent arts programs. A partnership with \_\_\_\_\_ corporation name \_\_\_\_\_ will be instrumental in securing this valuable opportunity for our community and we appreciate your consideration of this proposal.

Yours sincerely,

Name  
 Title

From Ballet Austin Toolkit

## Basic Business Letter Format



Your Address  
 Your Address, cont.  
 Date  
 (Space/s)  
 Recipient  
 Recipient's  
 Address  
 Recipient's Address, cont.  
 (Space)  
 Dear Recipient's Name,  
 (Space)  
 Paragraph 1 (introduce yourself and your reason for contacting the person/organization)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Space)  
 Paragraph 2 /+ (expand on your reasons for contacting; justify the importance of the main point; add any information the reader needs)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Space)  
 Final Paragraph (summarize your reasons for contacting; indicate if a response is requested and a deadline date, if applicable; thank the person/organization for taking the time to read your letter; provide your email address and phone number)  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 (Space)  
 Sincerely,  
 (Space for your signature)  
 (Space)  
 (Space)  
 Formal Typed Name (and Position, if applicable)  
 (Space)  
 Enclosures: If you will enclose any documents with the letter, such as a résumé, identify those here.

[Your Name]  
 [Street Address]  
 [City, State ZIP Code]  
 [phone number - optional]  
 [email address - optional]

November 9, 2010

[Name of Recipient]  
 [Title]  
 [Company Name]  
 [Street Address]  
 [City, State ZIP Code]

Dear [Name of Recipient]:  
 Thank you for your continued working relationship with [Company Name].

I would like to take this opportunity to inform you of a change in our business address. Our new location is:

[Company Name]  
 [Address]  
 [City], [State] [Zip]

Please make a note of this new information in your records.

I look forward to continuing to work together in the future.

Sincerely,

[Your Name]  
 [Title if any or delete if none]

**SHERMAN CHADDLESONE**  
P.O. Box 1732  
Anadarko, OK 73005

May 14, 2010

Thomascina Leader  
P.O. Box 1781  
Lawton, OK 73502

Ms Leader:

I am returning the recall charges you have served to me, due to your failure to follow procedures as mandated by the Kiowa Constitution and the Kiowa Election Board Ordinance. After three months during which several requests were submitted by the Kiowa Business Committee to the KEB for documentation supporting your filing of fees for the recall charges you have served on myself and six other members of the KBC, the KEB has failed to provide verification of receipt of any fees submitted by yourself, therefore, I consider your recall charges to be null and void.

In accordance with ARTICLE XII-DUTIES OF THE OFFICERS, Section 4., Treasurer, of the Kiowa Constitution & By-Laws, any and all filing fees received by the KEB should be submitted to the Kiowa Tribal Finance Office for deposit into an established KEB account entrusted to the KBC Treasurer for proper disbursements, reporting, and audits. The KBC Treasurer and the Chief Financial Officer of the Kiowa Finance Office have both informed the KBC that the KEB has not deposited any filing fees into the KEB account in support of your recall charges.

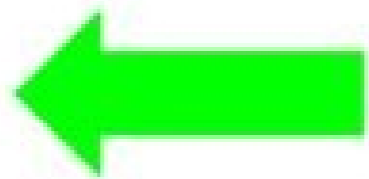
I will not accept nor acknowledge any future service of recall from yourself, or any others, unless verification is also submitted which insures me that proper procedures have been followed as mandated by the Kiowa Constitution and applicable governing ordinances.

  
**SHERMAN CHADDLESONE, Committeeman**  
Kiowa Business Committee

cc: Kiowa Business Committee  
Kiowa Election Board  
Kiowa Hearing Board  
Robin Phillips, Superintendent  
Anadarko Agency  
Dan Dearinwater, Director  
Southern Plains Regional Office

123 Any Street  
Anywhere, FL 33333  
January 1, 2000

Company's Name  
Company's Address  
Company's City, State Zip Code



Dear Mrs. Pipes:

This is where you will begin the first paragraph of your business letter. Do not indent any spaces in a block format. Start each line at the left margin. When you are ready, you may go on to your second paragraph.

This is where you will begin your second paragraph of your business letter. Just as in the first letter, you will not indent the paragraph. You should leave one line between the two paragraphs. After you have finished writing your letter, you are almost done.

Sincerely,

Rhonda Avery

Do you write return address on letter. How to write address on business letter.

(Not needed if the letter is printed on paper with the company letterhead already on it.) 2 Date Put the date on which the letter was written in the format Month Day Year i.e. August 30, 2003. Include your full business address and correct legal business name. The recipient's title can be added as well. Block Format: Business Letter Below is the block format of a business letter. Note that there is a colon after the salutation. Name and Title: Include your full name and job title. Body: Your letter body should start with a general introduction of who you are and the letter's purpose. Greeting: For the greeting, use "Dear" followed by 1) the person's full name or 2) Mr. or Ms. and their last name. You may also include your email address or phone number. Subject: Clearly stating the subject of the letter helps your recipient quickly determine the context of the letter. Enclosures and cc: If you are sending additional documents, write "Enclosures:" followed by descriptions of those documents. Skip a line between the salutation and the subject line or body. Skip a line between the date and the salutation. Skip a line between the subject line and the body. Alternative Block Letter Format: The alternative block letter format moves the return address, date, closing, signature, name, and title to the right side of the page. The margins are a standard word processor setting of one inch. 7 Complimentary Close Let's the reader know that you are finished with your letter; usually ends with Sincerely, Sincerely yours, Thank you, and so on. 9 Printed Name The printed version of your name, and if desired you can put your title or position on the line underneath it. Note that there is a comma after the end of the closing and only the first word in the closing is capitalized. 6 Complimentary Close (Sincerely...) 7 Signature 8 Your Name (Printed) 9 Your Title Enclosures (2) 10 Typist's Initials 11 The block format is the format; all of the writing is flush against the left margin. End the greeting with a colon. 3 Title/Position of Recipient. 4 Letter Writing Guide Home Resources: Free Letter Samples | Test Taking Tips Using the proper business letter format in your business communications conveys a sense of professionalism and can make the right first impression with a new business contact. Semi-block Letter Format: The only difference between semi-block and block is the first line of each paragraph is indented in semi-block. 10 Enclosure If letter contains other document other than the letter itself your letter will include the word "Enclosure." If there is more than one you would type, "Enclosures (#)" with the # being the number of other documents enclosed, not including the letter itself. All four formats are acceptable, but block is the most common. 11 Reference Initials If someone other than yourself typed the letter you will include your initials in capital letters followed by the typist's initials in lower case in the following format: AG/GS or AG/gS. (Other Business Letter Formats) With all business letters, use 1" margins on all four sides. Paragraphs are doubled spaced, and all lines of text are single spaced. Body Paragraph 3 Body Paragraph 2 Skip 3-4 lines between the closing and the printed name, so that there is room for the signature. It is a helpful format when you don't know whether the recipient's gender is male or female. Company Name Recipient's Address Line 1 Recipient's Address Line 2 Dear Ms./Mrs./Mr. Last Name: 4 Subject: Title of Subject 5 Body Paragraph 1 Recipient's Name and Address: Include the full name and address of the person you are sending the letter to. Make your date current to the actual mailing date of the letter. Every business letter should be concise, taking into account your reader's limited time. 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Below is the block format of a business letter. If emailing a business letter, you'd omit the heading (return address, date, and inside address) of the letter and start with the salutation ( 4 ... First include your name, address, phone number, and the date. This information should be located at the top of the page, either in the center, or indented on the right side of the paper. You then ... Aug 24, 2008 · Sections of a Business Letter · Return Address: If you have company letterhead, you can skip this section. Include your full business address and correct legal business name. ...

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