

Download Sample Business Letter American Style

The salutation 'To whom it may concern' is used in formal business letters when the recipient is unknown. Here is a template and letter samples that will be helpful to you. **STEPS:** Determine your **AUDIENCE**, e.g. the Director of Marketing, the Office of Customer Relations, the Board of Directors, all stockholders, a particular stockholder.. Determine your **PURPOSE** for writing this letter, e.g. to inform stockholders about your company's financial performance and strategy, and/or to request continued or additional investment in the company. A business letter is a formal letter with six parts: The Heading The heading contains the return address with the date on the last line. Sometimes it is necessary to include a line before the date with a phone number, fax number, or e-mail address. The format (layout) is the visual organisation of a business letter. You can follow many different formats when you create business letters. Be aware that there are often differences depending upon location. - Sample Business Letter American Style