# Formal Business Letter Format

(Sample Letter of Complaint)

Note, the authour's name is not present in the opening address.

## Heading Address: the writer's full address and the full date

## Inside Address:

the name and address of the person to whom the letter is addressed

### Salutation/ Greeting:

whom the letter is for, beginning with "Dear," followed by the person's name (colon after the person's name)

### Closing:

aligned to left, draws from a variety (e.g. Thank you, Sincerely, etc.) with only the first word of the closing capitalized (comma after the 123 American Avenue Long Beach, CA 90800 October 25, 2005

Mr. L. M. Green Park Services 1111 Oak Street Long Beach, CA 90800

Dear Mr. Green:

Yesterday I noticed a situation at Rabbit Park that could be very dangerous for the children who play there. The equipment appears to be old and worn. For example, the leather seats on the swings are falling apart. I observed a child who had difficulty staying on a seat because it was worn so thin. In addition, the mats under the equipment are torn or missing entirely. This concerns me greatly.

Would you please look into this matter? Perhaps the equipment needs to be repaired, or preferably replaced, to insure the continued safety of our children.

Sincerely,

"Yours sincerely" is even more proper. "Yours

context.

truly" is intimate or romantic

and not used in a business

Mrs. Amy Kyle 🗨

Mrs. Amy Kyle

clearly
explains the
purpose of
the letter or
problem and
suggests a
solution

**Body:** 

(not indented, paragraphs skip a line)

**Signature:** writer's signed name followed by printed name, aligned to left with closing

problem or issue