

Formal Business Letter Template (with Enclosures)

Use this template as a guide to draft a professional business letter that includes enclosures.

Your Name

Your Job Title
Company Name
Company Address Line 1
Company Address Line 2
City, State, ZIP Code
Phone Number
Email Address

Date

Recipient's Name

Recipient's Job Title
Recipient's Company Name
Recipient's Address Line 1
Recipient's Address Line 2
City, State, ZIP Code

Dear [Recipient's Name]:

[Opening paragraph: State the purpose of your letter clearly and concisely.]

[Body: Expand on the subject. Provide relevant facts, context, and requests. Maintain a professional and organized tone.]

[Closing paragraph: Summarize your request or main point. End with a courteous closing statement.]

Sincerely,

[Your Signature (if printing)]
[Your Name]

Enclosures:

- [Enclosure 1]
- [Enclosure 2]
- [Etc., as applicable]

Tips for Writing a Formal Business Letter with Enclosures

- Always use a professional tone and layout.
- Mention enclosures both in the body (if relevant) and after your signature.
- Clearly list each enclosed document for the recipient's reference.
- Proofread for clarity, grammar, and proper formatting.