

A professional **business letter format with enclosure sample** demonstrates the proper structure and elements required for formal business correspondence, including the sender's address, date, recipient's address, salutation, body, closing, and signature. This format also highlights how to indicate additional documents enclosed with the letter, using the notation "Enclosure" or "Encl." followed by a list of included items. Using this format ensures clarity, professionalism, and effective communication when sending supporting materials along with the main letter.

Professional Business Letter Format with Enclosure Sample

Sender's Name
Sender's Position / Title
Company Name
Street Address
City, State ZIP Code
Date
Recipient's Name
Recipient's Position / Title
Company Name
Street Address
City, State ZIP Code
Dear [Recipient's Name]:
RE: [Subject of the Letter]
[Body of the letter. Clearly state the purpose of your correspondence in a concise and professional manner. Divide your message into paragraphs.]
Thank you for your attention to this matter. Please contact me if you require further information.
Sincerely,
[Handwritten Signature (if printed)]
[Typed Name]
[Title]
Enclosure: [Document Name 1]
[Document Name 2]

Sample Example

Jane Doe
Human Resources Manager
ABC Corporation
123 Main Street
Springfield, IL 62701
June 20, 2024
Mr. John Smith
Hiring Manager
XYZ Industries
456 Oak Avenue
Springfield, IL 62705
Dear Mr. Smith:
RE: Reference for Ms. Mary Johnson
I am pleased to provide a reference for Ms. Mary Johnson, who has applied for the position of Project Coordinator at your company. During her tenure at our company, she has demonstrated strong organizational skills, attention to detail, and a positive attitude. She is a valuable asset and I highly recommend her for the position.
Please feel free to contact me if you have any questions or require additional information.
Sincerely,
[Jane Doe's handwritten signature]
Jane Doe
Human Resources Manager
Enclosure: Resume of Ms. Mary Johnson
Recommendation Letter