

Formal Business Letter with Enclosure Template

A **formal business letter with enclosure sample PDF** provides a professional template demonstrating the correct format and wording for official correspondence that includes additional documents. This sample helps individuals understand how to reference enclosures properly, maintain clear and concise communication, and ensure all pertinent information is presented respectfully and formally. Utilizing this example can enhance the effectiveness of business communication by ensuring clarity, professionalism, and proper documentation management.

Sample Formal Business Letter with Enclosure

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State ZIP Code]
Dear [Recipient Name]:
RE: [Subject of the Letter]
[Body of the letter. State the purpose of your letter clearly and concisely in the first paragraph. Continue with additional details or context in the following paragraphs. Keep it professional and to the point.]
[In the final paragraph, summarize your main points, state any actions you are requesting, and thank the recipient for their attention.]
Sincerely,
[Your Name]
[Your Title]
Enclosure: [List the enclosed document(s) here, e.g., Resume, Contract Copy, Product Brochure, etc.]

Note: At the end of your letter, the word "*Enclosure*" or "*Enclosures*" is included to indicate attached documents. List each enclosed item if there are multiple.

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