Date—written in full

Receiver’s name, title/position

Company name

Full Address

Left align this block,

and the rest of the letter.

Salutation (note the punctuation):

Indicate the purpose of the letter (eg., to introduce the enclosed report; what is being sent and why?) (1-2 sentences). Leave one line space between paragraphs.

Write a brief summary of the enclosed report (3-6 sentences), including methodology and main findings (be sure you summarize the content, not the structure of the report!). Add any important considerations. Use 11-12 point body font, left-aligned, single spaced, block paragraphs for the body of your letter; this is the most formal style of letter format.

Include an acknowledgement of key people who have assisted you. If you received funding, acknowledge the funding organization.

Write a courteous closing sentence to create goodwill and indicate future actions or communications desired.

Sincerely,

Signature(s)

Type name(s) below the signatures

Name of company

Your email address

Attachment: title of attached document