Your business name

Your tagline or what you do

Address | Phone | Email | Website

[Recipient name]
[Their address]

[Date]
[Your reference, if you use one]

Dear [name],
[Subject of the letter]
[Opening paragraph: why you are writing.]

[Main points. Keep paragraphs short.]

[Closing paragraph: what happens next and how to reach you.]

Yours sincerely,

[Your name]
[Your job title]

Company details such as a registered number, registered office and VAT number go here if your business needs to show them. GOV.UK explains what business letters must include.