Revised 3/07

Formal Business Letter Format

(Sample Letter of Complaint)

Heading Address: the writer's full address and the full date

Inside Address: the name and address of the person to whom the letter is addressed

Salutation/ Greeting: whom the letter is for, beginning with "Dear," followed by the person's name (colon after the person's name)

Closing: aligned to left, draws from a variety (e.g. Thank you, Sincerely, etc.) with only the first word of the closing capitalized (comma after the

123 American Avenue
Long Beach, CA 90800
October 25, 2005

Mr. L. M. Green
Park Services
1111 Oak Street
Long Beach, CA 90800

Dear Mr. Green:

Yesterday I noticed a situation at Rabbit Park that could be very dangerous for the children who play there. The equipment appears to be old and worn. For example, the leather seats on the swings are falling apart. I observed a child who had difficulty staying on a seat because it was worn so thin. In addition, the mats under the equipment are torn or missing entirely. This concerns me greatly.

Would you please look into this matter? Perhaps the equipment needs to be repaired, or preferably replaced, to insure the continued safety of our children.

Sincerely,

Mrs. Amy Kyle

Mrs. Amy Kyle

Body: clearly explains the purpose of the letter or problem and suggests a solution (not indented, paragraphs skip a line)

Signature: writer's signed name followed by printed name, aligned to left with closing