

# Business Letter Example

Name of Company  
Address of Company  
City, State Zip Code

Date

Name of Representative  
Title of Rep  
Name of Company  
Address of Company  
City, State Zip Code

Dear Representative Name:

I am writing you concerning a recent purchase of promotional items. Approximately two weeks ago, on May 1, I ordered a total of 500 promotional items for Company, Inc. via the Promotional items webpage. I received an email notification within three hours confirming the receipt of payment via credit card and the prompt shipment of promotional items. Your website indicated, shipments should reach their destination within 3-5 business days of being sent, but I am eagerly awaiting to receive the promotional items. Do you have any information on what may have happened with shipment or where the shipment is located?

I have worked with *name of company* before and have confidence in your product lines and excellent customer service. The shipment of promotional items must arrive soon, and I hoped you might be able to provide me with an idea of when I can receive them in our office. Thank you in advance for assistance you may provide regarding the purchase.

Sincerely,

Your name  
Phone Number  
Email address

# Business Letter Format about Ending a Partnership

Name of Company  
Address of Company  
City, State Zip Code

Date

Name of Representative  
Title of Representative  
Name of Company  
Address of Company  
City, State Zip Code

Dear Name of Representative,

Working with *Company Name* for the past few years has been a fantastic experience. Unfortunately, *Your Organization Name* no longer has the need for your services. We have decided to change our company's direction, and our decision requires changing our company infrastructure and with that said, the decision to keep all of our current vendors to a minimum, removes the working relationship with many organizations such as yours.

A sincere thank you for all the excellent work your organization has done for us. I hope to remain on good terms with *Company Name*, and if we require services similar to what you have provided in the past, we will certainly consider you again without hesitation.

Warm regards,

*Your signature if not emailing*

Your Name  
Your Title  
Telephone Number  
Email address

## Business Letter Format after an Initial Meeting

Name of Company  
Address of Company  
City, State Zip Code

Date

Name of Representative  
Title of Representative  
Name of Company  
Address of Company  
City, State Zip Code

Dear Name of Representative:

It was a pleasure meeting you at the Career Fair last week. As we discussed, I sincerely believe that the innovation of (item) produced and sold by *Company Name* can greatly streamline the (type of) process. I would like to bring some of the individuals from my team along to meet with you at *Company Name*. We would like to give you an overview of our features and discuss with you the best plan to work together on a project.

Meeting in person would allow us to fully evaluate wants and needs for future partnership. The team is available to meet any time over the next three weeks. Please let me know when you would be available, at your earliest convenience.

Cordially,

*Your signature if not emailing*

Your Name  
Your Title  
Telephone Number  
Email address

# Business Letter Format Sample

Your Name  
Your Address  
City, State Zip Code

Date

Name of Individual  
Position  
Company Name  
Company Address  
City, State Zip Code

Dear Individuals Name OR To Whom It May Concern:

Mention in a concise paragraph, the purpose of the letter.

Additional comments, etc may be included in second paragraph.

Summarize and conclude letter. Thank individual if it is appropriate for the letter.

Sincerely,

Sign Name if not emailed

Print Your Name

## Sample Business Letter Format-Meeting

Your Name  
Your Address  
City, State Zip Code

Date

Name of Individual  
Position  
Company Name  
Company Address  
City, State Zip Code

Dear Individual Name:

It was a pleasure meeting you at the conference last week. As we discussed, I sincerely believe that the widget gizmo produced by *Company Name* can greatly streamline your production process. If you are still willing, I would like to bring some of the key members of my team along with me to meet with you at *Company Name*. We would like to give you an overview of our services and discuss with you the best plan to suit your needs.

Meeting in person would allow us to fully evaluate your wants and needs. Our team is available to meet any time this week or next. Please let me know, at your earliest convenience, when you would be available.

Cordially,

Your Name  
Your Organization  
Email  
Telephone Number