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dear mr english the first paragraph of a typical business letter is used to state the main point of the letter begin with a friendly opening then quickly transition into the purpose of your letter

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to write the address use the u s post office format for international addresses type the name of the country in all capital letters on the last line the inside address begins one line below the date it should be left justified no matter which format you are using salutation

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tips need to write a polished professional letter whether you re following up on a job interview or sending in a sales pitch knowing how to format a business letter is a great skill to have most business letters follow an established easy to follow format you can adapt for any situation