**Outline of a Basic Business Letter (UK/US Style)**

[SENDER'S ADDRESS]

[DATE]

[RECIPIENT W/O TITLE]

[RECIPIENT ADDRESS]

Dear [RECIPIENT W/ TITLE]

[State basic purpose of letter]

[CONTENT.]

[State action requested]

[Line of thanks]

[COMPLIMENTARY CLOSING (Sincerely, Respectfully, Regards, etc.)]

[SENDER SIGNATURE]

[SENDER'S NAME]