

Letter Tutorial

Read these instructions to learn how to format a letter.



Heading

Your street address
Your city, province postal code
Date

Salutation goes here with a comma, ← **Salutation/Greeting**

Body

Left justify your paragraphs. These paragraphs do not need to be lengthy, just polite, to the point, and correctly formatted. Consider your audience, the details you want to include, and any information you might want.

If you have numerous details you may want to consider separating these into different paragraphs, depending on your content. Ensure that you have included transitions to move your ideas from one paragraph to another.

Closing → *Ending remark goes here,*

Signature → *Your Signature*