

PROFESSIONAL LETTER SAMPLE

If you are not using a letterhead, include an address.

1234 Main Street
Johnsonville, OH 98765

May 11, 2017

John D. Parent
3334 Street
Johnsonville, OH 98765

Include the date, followed by the recipient's name and address.

Format all elements of a professional letter flush left, in single-spaced sections, and skip one line between each section.

Dear John D. Parent:

Greet the recipient.

Maintain a respectful tone in the body of your letter.

We have processed your request for an evaluation for services. Early childhood interventions are important, and we appreciate your reaching out to us. In order to best serve you, we would like to meet with you regarding your child, Miranda Parent, at a parent meeting on May 20, 2017 at 1:00pm at the Johnsonville Schools Administration building, which is located at 1234 Main St / Johnsonville, OH 98765.

After that initial meeting, we will schedule a session to evaluate your child.

If this meeting time does not work for you, please contact us via phone: (123) 555-1234 so we may schedule a different day. We look forward to talking with you about your child.

Thank you,

Include a professional closing, followed by your signature and typed name.

Ms. Patricia Teacher

Ms. Patricia Teacher