

Indented Letter Format - Template

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

[Opening paragraph: Greeting and introduction]

[Body paragraphs: Provide details, explanations, or discuss the main content of the letter. Each new point or idea begins a new paragraph with an indentation.]

[Closing paragraph: Conclude the letter with any necessary follow-up steps, expressions of gratitude, or other closing remarks.]

Sincerely,

[Your Name]