

Content Brief: professional letter

Title Tag / Headline:	How to write and format a professional business letter
Meta Description:	A professional business letter is used to formally address another person, company, or organization. Here's everything you should know to write and format one.
Audience:	Hybrid
Overview:	This article explains what professional letters are and their uses. It provides a guide on what to include and steps to write a professional letter, highlighting format and structure recommendations. Lastly, it includes a professional letter example and a template to be filled in by the user.
Target keyword:	professional letter
Secondary keywords:	how to write a professional letter professional letter format block format purpose of the letter body of the letter professional greeting types of business letters letter of recommendation resignation letter cover letter
Search intent:	Informational
Word count:	1,700
Competition:	<ul style="list-style-type: none">• SEO:<ul style="list-style-type: none">◦ https://writingcenter.uagc.edu/writing-professional-letter◦ https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/basic_business_letters/index.html

	<ul style="list-style-type: none"> • Editorial: <ul style="list-style-type: none"> ◦ https://www.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-professional-letter ◦ https://www.forbes.com/advisor/business/business-letter-format/ ◦ https://www.entrepreneur.com/living/how-to-craft-the-perfect-professional-letter/438658 ◦ https://www.liveabout.com/sample-professional-letter-formats-4060474
Outline:	<ul style="list-style-type: none"> • H1: How to write and format a professional business letter <ul style="list-style-type: none"> ◦ Introduce the article by acknowledging how challenging it can seem to write a professional letter. ◦ Highlight the importance of considering format, length, and tone, mentioning that professional letters must be polite, concise, and brief. <ul style="list-style-type: none"> ■ See article and article for reference. • H2: What is a professional letter and when to write one? <ul style="list-style-type: none"> ◦ Define what professional letters are and explain their purpose, highlighting why companies and organizations still use them instead of emails. ◦ Highlight the main types of professional letters. ◦ Explain when to write professional letters, mentioning different use cases, such as providing or asking for a reference, resigning from a position or inquiring about a job. <ul style="list-style-type: none"> ■ See article and article for reference. • H2: (Xn) Basic steps to write a professional letter <ul style="list-style-type: none"> ◦ Include a numbered list of 6-8 steps to writing a professional letter. Briefly explain each. <ul style="list-style-type: none"> ■ May include but are not limited to: <ul style="list-style-type: none"> • H3: 1. Determine the format • H3: 2. Provide your address

	<ul style="list-style-type: none"> ● H3: 3. Add the date ● H3: 4. Identify the recipient's name and address ● H3: 5. Start with a professional greeting ● H3: 6. Write the body with concise ideas ● H3: 7. Choose a formal closing ● H3: 8. Proofread your work <ul style="list-style-type: none"> ○ See article for reference. ● H2: Format: Font, punctuation, margins, and paragraphs <ul style="list-style-type: none"> ○ Introduce this section by highlighting that a clean and well-structured format can help make a professional impression on the reader. Mention how long a professional letter should be. ○ Include a bulleted list of 4-6 recommendations regarding the format for better readability, including the font, punctuation, margins, and paragraphs. Briefly explain each. <ul style="list-style-type: none"> ■ May include but are not limited to: <ul style="list-style-type: none"> ● H3: Font ● H3: Punctuation ● H3: Margins ● H3: Paragraphs blocks and indents ● H3: Spacing <ul style="list-style-type: none"> ○ See article and article for reference. ● H2: (Xn) Elements every professional letter should include <ul style="list-style-type: none"> ○ Include a numbered list of 6-8 essential elements of professional letters. <ul style="list-style-type: none"> ■ May include but are not limited to: <ul style="list-style-type: none"> ● H3: Sender's contact address ● H3: Date
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	<ul style="list-style-type: none"> • H3: Inside address • H3: Salutation • H3: Letter body • H3: Closing valediction • H3: Sender's signature <ul style="list-style-type: none"> ○ Mention that professional letters can include other additional elements like CTAs or relevant documents depending on the use case. <ul style="list-style-type: none"> ■ See article for reference. <ul style="list-style-type: none"> • H2: Professional letter example + template <ul style="list-style-type: none"> ○ Provide an example of a professional letter and a fill-in-the-blanks template for users. <ul style="list-style-type: none"> ■ See article for reference. • H2: Additional tips to write a professional letter that stands out <ul style="list-style-type: none"> ○ Conclude the article by providing insight to write formal documents professionally. Emphasize the importance of using concise language, the correct voice, and a clear structure. <ul style="list-style-type: none"> ■ See article for reference.
Clearscope Report:	<p>https://www.clearscope.io/graphite-growth-inc/reports/51e15f5b6b4c137e/editor</p> <p>*How to use it Copy & paste your final draft in Clearscope, so it can help you in optimizing the content and making it as complete as possible. It is a good indicator of how to be as similar as possible to our competitors. Remember that we want to emulate the top-ranking competitors and this is how Clearscope is useful. However, we also want to add more value than what already is there, so don't worry if your Clearscope score is not perfect.</p>
Internal Links:	<ul style="list-style-type: none"> • Tips for writing a salary increase letter • A Guide to Writing a Warning Letter to Employees • How to Offboard an Employee

People Also Ask:	<ul style="list-style-type: none">• How do you write a professional letter?• What is included in a professional letter?• What is the purpose of writing a professional letter?• How long should a professional letter be?
Featured Snippet:	<ul style="list-style-type: none">• Featured Snippet:<ul style="list-style-type: none">◦ N/A