

# Business/Formal Letter Planner

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ - Your Name and Address

\_\_\_\_\_ - The Date

\_\_\_\_\_  
\_\_\_\_\_ - The Business Name and  
Address  
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\_\_\_\_\_ : - Greeting

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\_\_\_\_\_, - Closing

- Your Signature

\_\_\_\_\_ - Your Full Name