

Features of... A Business/Formal Letter

- It has 7 parts: your full name and address; date; recipient's name and address; greeting; body; closing; signature line and sender's full name.
- It has a colon after the greeting.
- It has the date, greeting, and closing all at the left margin.
- It has paragraphs that are not indented.
- It uses formal style and language.
- It includes facts and details important to the topic.