Formal Letter Format

Heading

Jennifer Jasper
123 Dictionary Road
Maytown, NY 33221

1) Your Full Name and Address

December 3, 2026

2) Today's Date

Mr. Howard Reed
CEO
LLK Media
1842 Route 17
Lenovo, CA 45821

3) Recipient Name, Title, Company, and Address

Dear Mr. Reed:

4) Salutation

Letter Body

5) Introduction

I'm reaching out on behalf of The Word Company. As Head of Marketing, I'm well aware of your digital media brands and the reach they've amassed over the last year. I believe that a partnership would propel both our companies forward at a faster rate.

6) Details

The Word Company specializes in unique word games, specifically mobile minigames. Research indicates that spending only five minutes each day playing a word game can decrease your chances of memory loss by 25%.

I'd like to propose a series of curated articles on your site, WordNerds.com, that feature our most popular minigames and the benefits they bring to users. We will provide you with information about the games and free access to test them out. Your content team would then write about these specific games.

7) Conclusion

If you're interested in working with The Word Company, please reach out to me directly. We are open to other partnership ideas. Together, we can make the world smarter one word at a time.

8) Closing

Respectfully,

9) Your Signature

Jennifer Jasper

Jennifer Jasper
Head of Marketing
The Word Company
jjasper@email.com
(777)555-1212

10) (Optional) Your Full Name, Title, Company, Email Address, and Phone Number

YOURDICTIONARY

https://grammar.yourdictionary.com/writing/how-to-write-a-letter.html