

Insert 4-8 spaces from date to sending address depending on spacing you need for your letter. Four usually looks good.

# JAMES SHARPE

18 Central Park Street ♦ Anytown, NY 14788  
(516) 555-1212

Your header should be the same as resume and any other letter that you send to the company.

May 31, 20XX

Insert the name of the person you are sending the letter to, their title, the company name and address.

Emily Johnson  
Human Resources Director  
ABC Corporation  
1 Industry Plaza  
Anytown, NY 14536

Have one empty space between sending address and "Dear..." and one empty space after "Dear..." to your body introduction.

Remember: After "Dear..." only use a comma if you know the person personally, use a colon if you do not.

Dear Ms. Johnson:

Thank you for the letter I received May 25, 20XX offering the position of Social Worker. I am pleased to accept this offer and will eagerly report to Mr. James Preston in the Drug Abuse Unit at a salary of \$22,000 per year.

I will have relocated to Philadelphia by June 10 and will be able to start on June 20. Your relocation assistance defraying my moving expenses is greatly appreciated and is a principal factor in my ability to relocate so readily.

Thank you for all of your help. I look forward to working with you at the Philadelphia Mental Health Clinic.

Sincerely,

Use "Sincerely" if you do not know the person personally. Have four spaces between "Sincerely" and your typed name, so you have room to sign your name.  
  
If you are enclosing something make sure you put Enclosure single spaced after your typed name.

*James Sharpe*

James Sharpe

Enclosure