

Formal Letter Format

Joe Smith
1234 Main St.
Alliston, ON
L9R 1C4

2 lines →

April 11, 2016

2 lines →

The Local Paper
512 Main St.
Alliston, ON
L9R 1C4

2 lines →

Dear Editor:
Paragraph 1
Paragraph 2
Paragraph 3

1 line →

" →

" →

} no indenting

2 lines →

Respectfully,

Joe Smith
Grade 12 Student at Banting Memorial High School

Return Address
(Person Writing Letter)

Date

Address of person
letter is to

Greeting

Closing

Signature

Typed Name
Position