

****Common Mistakes in "To Whom It May Concern" Letter Format****

1. Incorrect salutation
 - Mistake: "Dear To Whom It May Concern"
 - Correct: "To Whom It May Concern:"
2. Lack of date
 - Mistake: No date at the top of the letter
 - Correct: [Date]
3. Improper structure
 - Mistake: Body text without proper paragraphs
 - Correct: Use clear paragraphs to separate ideas
4. Missing contact information
 - Mistake: No sender's contact information
 - Correct: [Your Name]
[Your Address]
[City, State, Zip]
[Email Address]
[Phone Number]
5. Generic closing
 - Mistake: "Sincerely" without a name
 - Correct: "Sincerely,"
[Your Name]
6. Inconsistent font and size
 - Mistake: Different font styles/sizes within the letter
 - Correct: Use consistent font and size throughout
7. Spelling and grammatical errors
 - Mistake: Typos and errors in the letter
 - Correct: Proofread and correct all errors
8. Overly verbose language
 - Mistake: Complicated wording that confuses the reader
 - Correct: Use clear and concise language
9. Lack of purpose
 - Mistake: No clear explanation of why the letter is written
 - Correct: Clearly state the purpose in the introduction
10. Unprofessional tone
 - Mistake: Casual language or slang
 - Correct: Maintain a formal and professional tone