

****Template for Business Letter in APA Style****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

[Body of the letter: Start with a polite greeting and state the purpose of the letter in the first paragraph. Follow with additional details in the following paragraphs, maintaining a formal tone and clarity.]

[Concluding paragraph: Summarize your main points, express gratitude, and indicate any follow-up actions if necessary.]

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name] (if applicable)

[Optional: Enclosures or attachments, if any]