Current Date (month day, year)

**Make sure your letter is:**

* **Size 12 font.**
* **Single spaced.**
* **One space in between each paragraph.**
* **Proofread. No grammar or spelling errors.**
* **Sounds professional.**

Company Being Researched

874 Sinclair Road

Oakville, ON L6K 2Y1

To Whom It May Concern:

This is the introductory paragraph. This is where you tell the company why you am writing to them.

This is body paragraph. This is where you expand on the details of the problem and tell the company specifically what you would like them to do to rectify the situation.

This is the conclusion where you summarize your request. Use words similar to these: I look forward to hearing from you at your earliest opportunity. Please reply to \_\_\_\_\_\_\_\_\_\_\_\_ at her email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or by calling the school at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Yours truly,

Firstname Lastname