

## “To Whom It May Concern” Letter Template

[Your name]  
[Your address]  
[City, state]  
[Phone number]  
[Email address]

[Date of letter]

[Recipient's name]  
[Their job title]  
[Their company name]  
[City, state where company is located]

To Whom It May Concern,

I am writing to [Explain why you're writing clearly and concisely. Use three to five sentences in this introductory paragraph.]

[Additional body paragraph providing more details and supporting your main goal. You may need two paragraphs to do this effectively, using examples and observations. Use formal speech throughout, rather than slang or casual language.]

[Conclusion repeating the letter's purpose, thanking the reader and providing a call to action asking the recipient to do something.]

[Complimentary closing]  
[Space for signature if you plan to mail or fax the letter.]  
[Your Signature]  
[Your Printed Name]

Enclosure [List items if you are including attachments or additional documents]