Date the Letter is to be Sent- Spell out the date

Name of the Recruiter/Hiring Person

Company/Organization Name

Mailing Address

Dear (Name of Hiring Person),

[Introductory Paragraph]

[Body Paragraph]

[Body Paragraph 2] (if needed/space allows)

[Conclusion]

Salutation

Your Name

*The other option for contact information is here. It is not necessary to include in both places.*