**Format for plain paper:**

Senders Address

City, State, Zip Code

Senders Phone Number

Senders Email Address

January 1, 2011 / Muharram 26, 1432 AH

Το,

Recipients Name

Recipients Title

Recipients Company

Recipients Address

City, State, Zip Code

AS Salaamualaikum warahmatullahiwa barakatuh (May the peace, mercy, and blessings of Allah be with you).

Dear Mr. /Ms. Last Name:

Body of standard business letter is to be short, simple and to the point. The purpose of the letter should be clearly written. The first paragraph of Standard business letter should be written as an introduction as to why you are writing.

The second and third paragraph (if required) should be able to elaborate and provide more detailed information about your request or purpose of Writing.

The last paragraph should repeat the reason of writing and this is where you thank the reader for reviewing your request.

Yours sincerely,

Handwritten Signature (for a mailed letter)

Typed Name