

# SAMPLE BUSINESS LETTER

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This section is called the **heading** or **return address**. It tells the recipient who is sending the letter and how to contact them.

May 18, 2026

The **date** shows when the letter was written. Business letters always include a full date.

**Ms. Alicia Carter**  
Director of Artist Relations  
Harmony Sound Studios  
2200 Music Lane  
Nashville, TN 37203

This is the **inside address**. It includes the recipient's name, title, company, and mailing address.

Use a formal greeting such as "Dear Mr./Ms./Dr. Last Name."

Dear Ms. Carter:

The **opening paragraph** clearly explains the purpose of the letter.

I am writing to express my interest in the summer internship opportunity recently posted on your company website. As a music production student with experience in live sound support and digital audio editing, I am excited about the possibility of contributing to Harmony Sound Studios while continuing to grow professionally in the music industry.

During my time at university, I have worked on several collaborative recording projects and assisted with live performances on campus. Through these experiences, I developed strong communication, organization, and teamwork skills. I am particularly interested in your studio because of your commitment to supporting emerging artists and innovative sound design.

The **body paragraphs** provide supporting details, qualifications, examples, or explanations related to the purpose of the letter.

I would welcome the opportunity to discuss how my background and enthusiasm for music production could support your team this summer. Thank you for considering my application. I have attached my résumé and would be happy to provide additional materials upon request.

Sincerely,

Jordan Ramirez

Common closings include "Sincerely," "Best regards," or "Thank you." The sender's typed name appears below the closing.

The **closing paragraph** thanks the reader, restates interest or purpose, and often includes a call to action or next step.

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MELODIES**