

# BUSINESS LETTER FORMAT

Senders address

Recipients contact

Introduction

Body

Closing

**Justify Left**

**2"**

Sell Your Home, Inc.  
304 N. Sell Dr.  
Richmond, VA 23214

March 4, 2009 **Date**

Angela Property  
220 Corporation Way  
Saxtons River, VA 22190

**Dear Ms. Property:** **Salutation**

I hope that you are doing well. My name is Lydia Lasso, and I am an attorney at Sell Your Home, Inc. I am writing in regards to a parcel of land located at 225 Parcel St., Richmond, VA. My client, Mrs. Tabitha Lard, is running into some difficulties in selling her property that is apparently still under lease by your organization.

This parcel of land (100 ft. by 300 ft.) is located at the back of my client's property. According to the city records, the lease was initiated in September 2001 and never terminated. After calling your lease office, it appears that you no longer make use of this property. In order for my client to be able to sell her property, the lease must be cleared. This parcel of land is still under your organization's name. I have attached the documents describing the lease and ask that you clear your name from this property as soon as possible.

My client is wishing to put her property on the market by April 2009. In order to do so, this parcel of land must be cleared from your organization's hold. I have enclosed my client's documents concerning the ownership of this land as well as termination documents for your use. If you have any additional questions or concerns, please feel free to contact me at (123) 456-7890. I look forward to working with you to resolve this matter.

Sincerely,

Lydia Lasso, Attorney, Sell Your Home, Inc.

Enclosures: 2

**1"**

**2 Line**

**1 Line**

**2 Line**

**2 Line**

**4 Lines**

**4 Lines**

**1"**

# Writing Business Letters And Reports

**JE Gale**



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