This is the correct way a standard business letter should be formatted.

{NOTE: Your name goes only at the bottom}

Your Return Address (no abbreviations for Street, Avenue, etc.)
Your City, YO [your two letter state abbreviation] Zip Code
Date (write out like June 4, 2011)

First and Last Name of the Person to whom you are writing
Address
City, Street Zip Code

Dear Mr./Ms. Person: {NOTE: Colon used here}

Times have changed, and indentations for paragraphs are usually not used because it is easier not to use them. The body paragraphs should be single spaced in a business letter. But you should double space between paragraphs when your letter contains more than one paragraph.

In a second paragraph, you will want to give a specific example of how you benefited from your contact with this person. Be sure to thank him/her for his/her time and efforts on your behalf.

Sincerely yours,

{three spaces so that your signature may appear here}

Sophia Student

Please note the line spacing!