

Use the menu below to view examples of business letter format.

<http://www.goodletterwriting.com/personal-letter-template.html>

<http://writing.wisc.edu/Handbook/BusinessLetter.html>

- [Block form](#)
- [Indented form](#)

[Your Street Address]

[Your City]

[Your Postcode]

[Month, Day, Year]

[Name & Title of recipient if known]

[Company Name]

[Company Street Address]

[Company City]

[Company Postcode]

Dear ["Sirs" if the name of the recipient is not known or "Mr/Mrs/Miss Surname" if the recipient is known],

[Main body]

Yours [faithfully/sincerely – faithfully if you do not know the person, sincerely if you do],

[Your written Signature]

[Your Name]

Block Form

5 Hill Street
Madison, Wisconsin 53700
March 15, 2005
Ms. Helen Jones
President
Jones, Jones & Jones
123 International Lane
Boston, Massachusetts 01234

Dear Ms. Jones:

Ah, business letter format—there are block formats, and indented formats, and modified block formats . . . and who knows what others. To simplify matters, we're demonstrating the block format on this page, one of the two most common formats. For authoritative advice about all the variations, we highly recommend *The Gregg Reference Manual*, 9th ed. (New York: McGraw-Hill, 2001), a great reference tool for workplace communications. There seems to be no consensus about such fine points as whether to skip a line after your return address and before the date: some guidelines suggest that you do; others do not. Let's hope that your business letter succeeds no matter which choice you make!

When you use the block form to write a business letter, all the information is typed flush left, with one-inch margins all around. First provide your own address, then skip a line and provide the date, then skip one more line and provide the inside address of the party to whom the letter is addressed. If you are using letterhead that already provides your address, do not retype that information; just begin with the date. For formal letters, avoid abbreviations where possible.

Skip another line before the salutation, which should be followed by a colon. Then write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs. Skip lines between paragraphs.

After writing the body of the letter, type the closing, followed by a comma, leave 3 blank lines, then type your name and title (if applicable), all flush left. Sign the letter in the blank space above your typed name. Now doesn't that look professional?

Sincerely,

John Doe
Administrative Assistant

Indented Form

5 Hill Street
Madison, Wisconsin 53700

15 March 2005

Ms. Helen Jones
President
Jones, Jones & Jones
123 International Lane
Boston, Massachusetts 01234

Dear Ms. Jones:

Ah, business letter format--there are block formats, and indented formats, and modified block formats . . . and who knows what others. To simplify matters, we're demonstrating the indented format on this page, one of the two most common formats. For authoritative advice about all the variations, we highly recommend *The Gregg Reference Manual*, 9th ed. (New York: McGraw-Hill, 2001), a great reference tool for workplace communications. There seems to be no consensus about such fine points as whether to skip a line after your return address and before the date: some guidelines suggest that you do; others do not. Let's hope that your business letter succeeds no matter which choice you make!

If you are using the indented form, place your address at the top, with the left edge of the address aligned with the center of the page. Skip a line and type the date so that it lines up underneath your address. Type the inside address and salutation flush left; the salutation should be followed by a colon. For formal letters, avoid abbreviations.

Indent the first line of each paragraph one-half inch. Skip lines between paragraphs. Instead of placing the closing and signature line flush left, type them in the center, even with the address and date above, as illustrated here. Now doesn't that look professional?

Sincerely,

John Doe

[Your Street Address]

[Your City]

[Your Postcode]

[Month, Day, Year]

[Name of recipient]

[Street Address]

[City]

[Postcode]

Dear [Decide on your familiarity with the person and either use their first name or "Mr, Mrs, Miss" etc. followed by their surname],

[Your personal message to the person]

Yours sincerely,

[Your written Signature]

[Your Name]

(print or *handwrite Friendly/Personal Letter on personal stationery*)

701-235 Sherbrooke St.
Montreal, QC H3C 1L4

January 11, 20xx

Dear Frank,

All the best to you for the New Year! How are things going in the Land of the Rising Sun? I must say, I really envy you getting that Tokyo gig with the company. Somehow they overlooked me on that one and I am forced to slug it out here through another frigid and snowy Montreal winter. Brrrr!

I heard through the grapevine that business is going well there. Rumor has it that you guys are just about to close a big deal with the Japanese government for an M-750 Simulator. Great news! Good for the company and good for you. Keep up the great work!

Did you hear about Margie Bronson suddenly leaving the company just before year-end? It was a bit of a shock to say the least. She gave one week's notice and was gone. Nobody knows for sure what's up with her but rumors have been flying fast and furious that she went through a bit of a personal meltdown and has now gone underground to lick her wounds for a while. There could be some truth to that since her long time relationship ended recently and three months ago she was passed over for that director position that was up for grabs. I'll keep you posted when we find out more.

As for me, I am quite busy these days on the Branscombe Systems Project. We are entering Phase Two now, and that is expected to run for three years, at least. Frank Schindler is Senior Project Manager and I am Team Leader of the Embedded Systems Group. I am enjoying it so far. Whether I'll feel the same way in three years, I'm not sure. By then I might be ready to join you in Japan.

I'm still kicking butt in the squash court and am managing to get in two or three matches per week. What about squash in Japan? Have you been able to play any over there? Are there even any squash courts? I suppose since you are in Tokyo there must be some. Let me know.

I have to go now and attend to family duties. Jonathon needs some help with his homework and Angie wants me to fix something in the kitchen. You single guys traveling the world sure are lucky!

Keep me posted whenever you can. I really enjoy receiving your letters and getting the details of your life in Japan.

Your squash buddy,

Dave