

*SEMI BLOCK / MIXED
PUNCTUATION SAMPLE LETTER*

Date of Letter
(January 21, 2008)

Recipient's name
Recipient's title
Recipient's company
Recipient's company address

Recipient's Name:

When writing a semi block / standard punctuation letter the date and the complimentary closing start at the centre. All other lines start at the left margin. A colon follows the salutation and use a comma after the salutation at the end of your letter.

Punctuation is not used after the date, inside address, company name, or person's name unless these end with an abbreviation. Punctuation is always omitted in the postal code. Top margin is 1.5 and you should allow four to six spaces for the signature block. Always align letter and centre it on the paper to look appealing to the eye.

Sincerely,

Your Name
Your Title

*SAMPLE
FULL BLOCK
OPEN PUNCTUATION*

Date

(January 17, 2008)

Recipient's name

Recipient's title

Recipient's company

Recipient's company address

Recipient's Name

WRITING A LETTER

When writing a full block letter all lines start at the left margin. Do not use any punctuation after the date, inside address, salutation, complimentary closing, or identification unless these end with an abbreviation. Punctuation is omitted in the postal code. When using a subject line you may use bold, underline or simply use all caps. Allow four to six spaces for the signature block. Always align letter on paper to look appealing to the eye. A full block / open punctuation letter is the most time-saving.

Sincerely

Your Name

Your Title

Developed by: The Communications Centre/ Nancy Solano / February 2008

SAMPLE LETTER FORMATS

