

Nice Company Letterhead  
Address  
City, State, ZIP  
Phone and e-mail

September 1, 201-

<Insert>

<3>

<Spaces>

Mr. John Smith, President

XYZ Corporation

1234 Anywhere St.

South Yonkers, NY 89712-1573

This is called an inside address.

Dear Mr. Smith:

Subject: Order number 124583

Start typing your letter. Use size 12 Times New Roman font and a block-style format. The format is the same as your memo.

One blank line between each paragraph and do not indent to start a paragraph.

The key items to remember with letters: Please make sure you leave enough space at the bottom for your closing salutation. Also, do a “print preview” to make sure your letter is balanced on the page. This is the audience’s first impression of you. Take the time to make it look nice. If you need to, please add more space between your company logo and the date.

See page 496 in your textbook for another example of the basic block-style letter format.

Sincerely,

<Insert> You need room to sign your name.

<3>

<Spaces>

Mary Groves

Executive Officer

Enclosure

cc: Tom Smith