

# Business Letter Format



Everything should be flush with the left margin, or LEFT JUSTIFIED and typed in 12 point Times New Roman

- **Sender's Address** Can be substituted with LETTERHEAD (centered)

- Your Name
- Address in U.S. Postal Service Format
  - Street number and name
  - City, State (2 spaces) Zip Code

(4 Single Spaces)

- **Date**

- format for date is different than the MLA heading
- Month Date, Year (May 16, 2010)

(2 Single Spaces)

- **Recipient's Address**

- Should be one inch below the date
- Use a personal title before the name (Mr., Mrs., Miss, Ms., Dr., etc.)
- Address in U.S. Postal Service Format

(2 Single Spaces)

- **Salutation**

- Use the same name from the address
- Place your salutation before the name and then follow with a colon
  - Dear Mr. Eagle:
  - Greetings Mr. Eagle:

(2 Single Spaces)

- **Body**

- Left Justify (no indentation at each paragraph)
- Single space
- One space between paragraphs

- **Closing**

- Place a comma after your closing: " Thank you," "Sincerely," or "Cordially, "
- 4 spaces between closing and your name – then sign your name in the space
- 2 spaces below your signature, type your name
- Directly below your typed signature, type your title or job description (if you have one)
- Skip two spaces and write the initials of your secretary in small case and your initials in large case (if you have a secretary)
- Skip two spaces and write "enclosure" (if you are mailing something with the letter.)
- Skip two spaces and write "cc" (carbon copy) if you are mailing a copy of your letter to another person.



**GREAT NOVEL IDEAS CORP.**

22062 Antonio Parkway  
Rancho Santa Margarita, CA 92688

May 16, 2009

Ernie English  
**CORPORATE COMMUNICATIONS CO.**  
1234 Literature Lane  
Writing, CA 92600

Dear Mr. English:

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Make your *request* and *reason* clear. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, you may give a little background information. In the case of your assignment, you will briefly tell the plot of the story idea you wish to sell.

Beginning with the third paragraph, state the supporting details to justify your purpose. These may take the form of, statistics or first-hand accounts, proof of the value of the product. This paragraph(s) within the body of the letter should be enough to effectively support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Sincerely,

*Sam Eagle*

Sam Eagle  
Student, SMCH

SE/ss

Enclosure 2

Cc Billy Poetry. Super Advertising Agency