

Formatting Business Letters

Block Letter -Format

In **Block Letter Format**, all lines begin at the left margin, paragraphs are *not* indented.

Margins- left and right margins should be set to 1 inch. Font is generally set at 12.

Letterhead—Business Letters—the *letterhead* (return address) includes a company name, street address, city, state, and zip code. Usually the phone number, fax, e-mail address, web page address, and logo are included. This is a pre-printed form.

Dateline-the date is keyed at 2 inches from top of page. (top margin if you changed your margins)

Letter Address or **Mailing Address**-this is the address of the person you are sending the letter. It is a quadruple space (QS) below the dateline.

Salutation-the greeting and is keyed a double space (DS) below the Letter Address.

Body-begin the letter body (message) a DS below the salutation. Paragraphs are *not* indented and are typed single space, with a DS between paragraphs.

Complimentary Close- The complimentary close is made up of two parts the **closing** or goodbye and the **writers name**. The closing is keyed a DS below the last paragraph—Sincerely, Sincerely Yours, Cordially, etc.

Writers Name—this is the name of the person who is sending the letter and is keyed a QS below the closing.

Reference Initials-the reference initials are the initials of the person typing the letter and are keyed a double space below the writers name in lower case letters.

Enclosure Notation-if you are sending something in addition to the letter in the envelope, you will need to indicate that there is an enclosure(s). The enclosure notation is keyed a DS below the reference initials. If more than one enclosure is including, indicate the number of items in parenthesis.

Ex. Enclosures (3)

Open or Mixed (Closed) Punctuation

Open punctuation means there are no punctuation marks after the salutation or the closing.

Mixed or Closed means a colon (:) follows the salutation and a comma (,) follows the closing.

Whether open or mixed punctuation is used is a personal preference of the writer, however, mixed punctuation is generally more formal.