


## Business Letter

### British Layout

Block from / open punctuation. This is the most common form of layout.

Green Wrap Ltd  21 Fulwell Rd  
PRESTON  
PN2 5AJ  
England  
Tel.: +44 (0)1772 56223  
Fax +44 (0)1772 56225  
E-mail: [Johnson@greenwrap.co.uk](mailto:Johnson@greenwrap.co.uk)  
<http://www.greenwrap.co.uk>

1. Letterhead with logo  
postcode (UK), telephone,  
fax and e-mail numbers  
and Internet address. The  
“+” sign stands for the  
international access code.

• (One free line – optional)  
MB/TT 2. Reference initials. “MB”  
stands for the signatory  
(Margaret Brown). “TT”  
(or “tt”) stands for the  
typist, e.g. Triona Taylor.

10 September .. 3. Date. Write the month  
as a word.

• (one free line)  
URGENT 4. Special markings  
(e.g. “AIR MAIL”,  
“REGISTERED”,  
“CONFIDENTIAL”).

•  
Messers Smith & Co 5. Inside address.  
“Messers.” Is the plural of  
“Mr”. “TX” stands for  
“Texas” and 78610 is the  
ZIP code.

12604 Prince Street  
Buda, TX 78610  
USA

•  
For the attention of Mr Lewis, Despatch Section 6. Attention line. z.Hd.

•  
Dear Mr Lewis 7. Salutation. (Look at the  
copy with salutation and  
Complimentary close)

•  
Your order of 3 September.. for Packaging Material 8. Subject line. This is  
underlined and the  
important words are  
capitalised.

•  
Many thanks for the above – mentioned order, which  
will be processed by our Despatch Department  
within the next ten days.

•  
We trust the goods will arrive punctually and in good  
condition and look forward to the pleasure of serving  
you again in the near future.

•  
Yours sincerely 9. Body of the letter. The  
first word has a capital  
letter.

GreenWrap Ltd 10. Complimentary close  
with the signature, name  
(followed by preferred title  
in brackets in the case of a  
woman) and position of the  
signatory clearly written.

•  
Margaret Brown

•  
Margarett Brown (Ms) (bevorzugte Anrede bei Frauen)  
Managing Director

•  
•  
Enc 11. Enclosure (Enc),  
Enclosures (Encs). These  
may be listed below.

•  
•  
cc: T. Johnson, Sales Manager 12. Carbon copy for...