

Business Letter Format

Business letter format refers to the way information is laid out on the page. Different formats can be used when writing business letters: block, semi-block and modified block. The most common format is the block format where all text is aligned to the left-hand side of the page. Here is an example:

Center for Excellence
1600 Main Street
Kitchener, ON
(four single spaces)

November 15, 2010
(two single spaces)

Ms. Maria Lakov
111 Allen Rd.
Scarborough, ON
M7B 2A0
(two single spaces)

Dear Ms. Lakov:
(two single spaces)

On behalf of the Center for Excellence, we would like to thank you for your assistance in developing the training package for our management staff. The information has been reviewed by the advisory committee and everyone is in agreement that the quality of the materials is superior. We look forward to using them at our upcoming training seminar.

Thank you again for a job well done. We look forward to working with you again in the near future.
(two single spaces)

Sincerely,
(four single spaces)

[Signature] of sender
Typed name of sender

1 Put the parts of the following letter in order by writing the correct number on each line.

_____ [Date]

_____ Please send me written confirmation that my account has been closed.

_____ [Company name]

_____ Encl.

_____ [Your signature]

_____ [Company address]


_____ Please be advised that I am terminating my cell phone service plan effective immediately. My telephone number is 555-999-0000. I have decided to go with another company that offers much cheaper rates. You will find enclosed a cheque for \$100 to cover the fee for the early termination of my contract with your company.

_____ Dear Sir or Madam:

_____ [Your name]


 1 [Your address]

_____ Sincerely,

2  Search the Internet for sample letters using three different formats (e.g., block). Print a sample letter for each format. Answer the questions below.

Possible search term: *business letter formats*

1. What is the same about each format?
2. How do the three formats differ?
3. Which format do you usually use when writing formal letters?
4. Which format do you like best? Why?

3  Word-process the above letter using one of the formats. Include complete information in the letter. (You can search the Internet for the name and address of a cell phone company.)