

Return Address Line 1 1

Return Address Line 2

Date (Month Day, Year) 2

Mr./Mrs./Ms./Dr. Full name of recipient. 3

Title/Position of Recipient.

Company Name

Address Line 1

Address Line 2

Dear Ms./Mrs./Mr. Last Name: 4

Subject: Title of Subject 5

Body Paragraph 1

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Body Paragraph 2

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Body Paragraph 3

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..... 6

Closing (Sincerely...), 7

Signature 8

Your Name (Printed) 9

Your Title

Enclosures (2) 10

Typist Initials. 11

The block format is the simplest format; all of the writing is flush against the left margin.

[Other Business Letter Formats](#)

Your Address 1

The return address of the sender of the letter so the recipient can easily find out where to send a reply to. Skip a line between your address and the date. (Not needed if the letter is printed on paper with the company letterhead already on it.)

Date 2

Put the date on which the letter was written in the format Month Day Year i.e. August 30, 2003. Skip a line between the date and the inside address (some people skip 3 or 4 lines after the date).

Inside Address 3

The address of the person you are writing to along with the name of the recipient, their title and company name, if you are not sure who the letter should be addressed to either leave it blank, but try to put in a title, i.e. "Director of Human Resources". Skip a line between the date and the salutation.

Salutation 4

Dear Ms./Mrs./Mr. Last Name:, Dear Director of Department Name: or To Whom It May Concern: if recipient's name is unknown. Note that there is a colon after the salutation. Skip a line between the salutation and the subject line or body.

Subject Line (optional) 5

Makes it easier for the recipient to find out what the letter is about. Skip a line between the subject line and the body.

Body 6

The body is where you write the content of the letter; the paragraphs should be single spaced with a skipped line between each paragraph. Skip a line between the end of the body and the closing.

Closing 7

Let's the reader know that you are finished with your letter; usually ends with Sincerely, Sincerely yours, Thank you, and so on. Note that there is a comma after the end of the closing and only the first word in the closing is capitalized. Skip 3-4 lines between the closing and the printed name, so that there is room for the signature.

Signature 8

Your signature will go in this section, usually signed in black or blue ink with a pen.

Printed Name 9

The printed version of your name, and if desired you can put your title or position on the line underneath it. Skip a line between the printed name and the enclosure.

Enclosure 10

If letter contains other document other than the letter itself your letter will include the word "Enclosure." If there is more than one you would type, "Enclosures (#)" with the # being the number of other documents enclosed that doesn't include the letter itself.

Reference Initials 11

If someone other than yourself typed the letter you will include your initials in capital letters followed by the typist's initials in lower case in the following format; AG/gs or AG:gs.