

# 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.