

Business Letters

Introduction

- Business letters are formal documents that have specific parts and formatting rules.
- Business letters are used to send information to people outside of an organization.
- Business letters may also be used for personal reasons such as a cover letter, letters requesting information, etc.

Box 1

1. Block style letter –
every line begins on
the left margin – no
indents, no centering

Box 2

2. Letterhead –company name and logo, address, phone and fax numbers

Box 3

3. Current date –

insert the date you
are typing the letter

November 14, 2013

Press the Enter key **4** times after the date.

Box 4

4. Inside Address or Letter Address – who you are sending the letter TO – same as the address you would put on the OUTSIDE of the ENVELOPE

Press the Enter key 2 times after the address.

Box 5

5. Salutation – or
greeting. Always
starts with Dear and
ends with a :

Use the same name in the salutation that
you would use if you saw this person face-
to-face: Example:

Dear Dr. Muse: or

Dear Garrett:

Press the Enter key **2** times after the salutation.

Box 6

6. **Body** – paragraphs are not indented - press the Enter key twice between paragraphs

Press the Enter key **2** times after the body.

Box 7

7.Closing – how you end the letter followed by a comma – choices:

Sincerely,

Sincerely yours,

Cordially,

Cordially yours,

Press the Enter key **4** times after the closing.

Box 8

8. Signature - the name and title* of the person the letter is FROM

*only include the person's title if they are sending the letter because of their job

If this is not the end of the letter -

Press the Enter key **2** times after the signature.

Box 9

9. **Typist Initials** – the initials of the person who TYPED the letter if that person is NOT who the letter is from

Initials should be **lower case** – no spaces no periods

Example: sw or sjw

If this is not the end of the letter -

Press the Enter key **2** times after the initials.

Box 10

10. Enclosure Notation –
type the word
Enclosure if
something besides
the letter is enclosed
in the envelope

Somewhere on your notes!

ALL LETTERS SHOULD
BE CENTERED
VERTICALLY ON THE
PAGE!

File Menu, Page Setup, Layout, Vertical Alignment