

Formatting Block Style Business Letters

All parts of the block style letter should begin at the left margin.

The logo, name, and address of the sender's company should be put at the top of the page (or should already be printed on the paper).

The next (or first) line should consist of the date the letter was written, using the following format: the month (no abbreviation), a single space, the day of the month (as a number, with no leading zero), a comma, a single space, and the year (as a four-digit number).

Three blank lines should be put between the date and the recipient's address.

The recipient's address should consist of four lines:

- the first line contains the full name of the recipient, followed by a comma, a single space, and the recipient's title/position,
- the second line is the name of the recipient's company or organization,
- the third line is the recipient's street number and address (with no abbreviations), and
- the fourth line contains the recipient's city, followed by a comma, a single space, a two-letter state postal abbreviation (with both letters capitalized and no punctuation), two spaces, and the recipient's zip code.

One blank line should be put between the recipient's address and the greeting.

The greeting should consist of the word "Dear", followed by a single space and either "Dr." or "Ms." or "Mr.", followed by a single space and the last name of the recipient, followed by a colon (:).

One blank line should be put between the greeting and the body of the letter.

Use single line spacing for the paragraphs in the body of the letter.

One blank line should be put between each paragraph in the body of the letter.

One blank line should be put between the body of the letter and the closing.

The closing should consist of the word "Sincerely", followed by a comma.

Three blank lines (for the sender's signature) should be put between the closing and the sender's name.

The last line should consist of the sender's full (first and last) name.

SAMPLE

SAMPLE

SAMPLE

SAMPLE

[COMPANY LOGO, NAME, AND ADDRESS]

June 15, 2005

[WRITE OUT A FORMAL DATE]

[3 BLANK LINES]

Mr. Bill Nye, The Science Guy
Science World
2549 Atomic Boulevard
Nuclear City, KS 66637

[NAME, COMMA, SPACE, TITLE]

[COMPANY OR ORGANIZATION]

[NO ABBREVIATION OF STREET]

[CITY, COMMA, SPACE, STATE, 2 SPACES, ZIP]

[1 BLANK LINE]

Dear Mr. Nye:

[COLON AT END]

[1 BLANK LINE]

I am the Director of Operations for LazerWorks, a small company that makes big lasers. However, we recently had a major accident, and many of our employees are now blind. To help cheer up these visionless workers (who cannot work very well now), I was wondering if you would be interested in performing a "live" show for all of us at our company headquarters.

[1 BLANK LINE]

I, along with many of my company's employees, think that you have one of the most intelligent and entertaining shows on the radio today! Since your humor comes from your words, your live performance here would do wonders for our sightless employees. After all, they don't have to see you, but merely need to hear your inspirational and uplifting words.

[1 BLANK LINE]

Please let me know if performing a live show for us is a viable possibility.

[1 BLANK LINE]

Sincerely,

[COMMA AT END]

[3 BLANK LINES (FOR SIGNATURE)]

David Sondheim

[SENDER NAME]