Keys Letterhead

555 Main Street, Leesville, GA 30043, Telephone (555) 646-3333

↓ 2" top margin

March 16, 2001   Dateline

Business Letter Example
Block Style with Mixed
Punctuation

QS (quadruple space – press Enter 4 times)

Ernie English   Inside Address
1234 Writing Lab Lane
Write City, IN 12345

DS (double space – press Enter 2 times)

Dear Mr. English: Salutation

DS (double space – press Enter 2 times)

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

Body Paragraphs
SS (single space) the text within the paragraphs and DS between the paragraphs

DS (double space – press Enter 2 times)

Sincerely,   Complimentary Closing

QS (quadruple space – press Enter 4 times)

Lucy Letter   Writer's Identification
President

xx   Typist initials – these would be your initials!