

Read through this page for information on how to compose a personal-business letter. Refer to the following pages on how to properly format a personal-business letter.

Your Return Address
Your City, State ZIP
Current Date

Addressee, Position
Addressee's Company
Addressee's Address
Addressee's City, State ZIP

Salutation:

The first paragraph is the introduction and informs the reader what the message is about. It should draw the attention of the reader. Mention the most important point in the first brief paragraph.

The second paragraph gives the reader enough information to make the decision, grant the request, or solve the problem. The second paragraph must be clear, well organized, and include details about the message from the first paragraph.

The third paragraph contains an action statement, which is a statement that tells the reader what to do or what the writer intends to do. It should also have a conclusion, which expresses appreciation for actions already taken, restates the most important point, or gives the reader more information.

Complimentary closing,

Your Handwritten Name

Keyed Name

Add enough returns here to center letter on page vertically

Return Address Your address
Your city, state and zip code
Date The date without abbreviations

(QS=4 returns)

Letter Address Mr. Mark Carlson, Principal
West Salem High School
490 North Mark Street
West Salem, WI 54669

Salutation Dear Mr. Carlson:
(DS)

This is an example of a block style letter. Block style means that all lines begin at the left margin and paragraphs are not indented. Mixed punctuation means that there is a colon after the salutation and a comma after the complimentary close of this letter.

Body Use 1-inch margins when preparing a letter. The length of the letter will determine how many returns should be added before the return address. The date is keyed on the next line below the return address.

← 1"

All parts of the letter are separated by a double space (2 returns) with two exceptions: A quadruple space (4 returns) is left between the date and the letter address and between the complimentary close and the keyed name.

Complimentary Close Sincerely,

(QS=4 returns) Sign your name in ink

Writer Your name
(DS)

Enclosure Notation (if needed) Enclosure

Checklist:
Did you proofread carefully?
Are all parts of the letter included?
Did you run the spell check?
Did you verify the spacing?
Is the punctuation accurate?
Did you use size 12 font?

Remember, letters are often a first impression of you. Make it a good first impression.

↑ 1" margins