

Writing Personal/Business Letters

Word Processing

TUESDAY MARCH 1, 2016

Business Letter Terminology

▶ **Return address**

▶ The address of the sender, which includes:

- ▶ .
- ▶ .

▶ **Inside address (mailing address)**

▶ Address of the recipient of your letter.

▶ Includes:

- ▶ .
- ▶ .
- ▶ .

7050 Malden Rd.
LaSalle, ON
N9J 2T5

▶ **Date line**

- ▶ .

▶ **Salutation**

- ▶ .

▶ **Body of the letter (typically 3 paragraphs)**

- ▶ Introduction –
- ▶ Main content –
- ▶ Thank you –



▶ **Complimentary closing**

- ▶ The line that indicates that your letter has concluded.
- ▶ ..

▶ **Signature line**

- ▶ The space between your complimentary closing and your typed name indicating your signature.
- ▶ .

▶ **Your name typed**

- ▶ .
- ▶ .





Mixed Punctuation

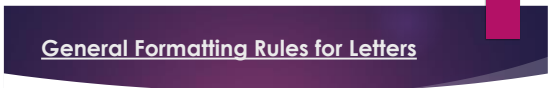
- ▶ Refers to the use of punctuation throughout a personal/business letter.

▶ **Comma**

- ▶ placed after the complimentary closing at the end of your letter.

▶ **Colon**

- ▶ placed after the salutation at the beginning of your letter.



General Formatting Rules for Letters

- ▶ Business letter typically begin 6 lines from the top of the page to allow for **letter head** space.

- ▶ Letter head is pre-formatted paper that includes the companies logo, slogan, contact information the top.

▶ **One space** _____.

▶ **Two spaces are left between:**

- ▶ .
- ▶ .
- ▶ .
- ▶ .

▶ **Four spaces** _____.

Full Block Letter Formatting

- ▶ All information is left aligned at the margin.
- ▶ No indenting of paragraphs.

- ▶ Formal
 - ▶ Used for:
 - ▶ .
 - ▶ .
 - ▶ .

Mr. Thomas Smith
 1234 Maple Avenue, Dr.
 Littleton, CO
 80120

January 11, 2016

Dr. John Williams
 Director of Operations
 International, Inc.
 5432 Park Dr.
 Manhattan, NE 67501

Dear Mr. Williams:

Thank you for your inquiry about Full Block Format for letters. The following is a quick summary of the format and content sections of one.

Full Block Format is considered the most formal of the three styles. In Full Block Format, all text, except the return address, is typed free to the margin. The return address is typed in the upper left margin and the recipient address or mailing address is typed free to the margin below the date line. The return address is placed free to the margin below the date address. The first line of the body is typed free to the margin. The complimentary closing and typed name to the date line have the last paragraph of the letter. The return address is typed below the complimentary closing and the sender typed name to the left margin. The return address is typed below the complimentary closing and the sender typed name to the left margin.

While there are no set rules governing format use, Full Block is generally used for requests or requests, requests, announcements, notices of upcoming events, notices or applications. Use the style of letter you want to use in your letter. The page illustrates the opening and closing of Full Block format.

Sincerely,

Mr. T. Smith
 1234 Maple Avenue
 Littleton, CO 80120

Semi-Block Letter Formatting

- ▶ Information that is _____ aligned at the margin:
 - ▶ Return address
 - ▶ Inside address
 - ▶ Salutation
- ▶ Information that is _____ aligned at the margin:
 - ▶ Date line
 - ▶ Complimentary closing
 - ▶ Signature
 - ▶ Typed name and contact information
- ▶ All body paragraphs are _____ by pressing the tab key once.
 - ▶ Informal
 - ▶ Used for:
 - ▶ .
 - ▶ .
