

# **BUSINESS LETTER FORMATS**

Most business letters must include a return address (letterhead or your name and address), date, an inside address (receiver's name and address), a salutation, body paragraphs, and a closing. However, there are several ways to format this information. For example, return addresses can be centered or begin at the left margin or begin at the horizontal centre of the page.

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## Format for Writing Professional Letters:

There are several formats for writing professional letters. There are two basic styles of letters: **block form** and **indented form**. The samples below will help you determine which style you prefer.

### **Full Block Form:**

Your Name  
Address  
Phone Number  
E-mail (optional)

Date

Name of Receiver  
Title  
Company Name  
Address

Dear \_\_\_\_\_:

When writing a letter using **block form**, no lines are indented. Include your name, address, and phone number where you can be contacted, as well as the date. You then include the name and address of the person you are sending the letter to.

With new paragraphs, just skip a line instead of indenting.

Add your phone number where you can be contacted in the last paragraph. If the receiver needs to use a relay service to call you, briefly explain that you are deaf/ hard-of-hearing and that s/he can call you through relay. Give the receiver his/her state relay number and explain that s/he will need to give the operator your number. Then give him/her your number.

Sincerely,

Your Signature

Your Name  
Your Title

## Indented Paragraphs Form:

Your Name  
Address  
Phone Number  
E-mail (optional)

Date

Name of Receiver  
Title  
Company Name  
Address

Dear \_\_\_\_\_:

When writing a letter using **indented form**, indent each paragraph. First include your name, address, phone number, and the date. This information should be located at the top of the page, either in the centre, or indented on the right side of the paper. You then include the name and address of the person to whom you are sending the letter.

At the end of the letter, place your signature on the right side of the page. Don't forget to provide any relay information if necessary.

Sincerely,

*Your Signature*

Your Name

Your Title

## Blocked Paragraphs Form:

Your Name  
Address  
Phone Number  
E-mail (optional)

Date

Name of Receiver  
Title  
Company Name  
Address

Dear \_\_\_\_\_:

When writing a letter using **blocked form**, indent each paragraph. First include your name, address, phone number, and the date. This information should be located at the top of the page, either in the center, or indented on the right side of the paper. You then include the name and address of the person to whom you are sending the letter.

At the end of the letter, place your signature on the right side of the page. Don't forget to provide any relay information if necessary.

Sincerely,

*Your Signature*

Your Name  
Your Title

## **Simplified Style Form:**

Your Name  
Address  
Phone Number  
E-mail (optional)

Date

Name of Receiver  
Title  
Company Name  
Address

SUBJECT LINE (use capital letters)

When writing a letter using **simplified style form**, put the date on the left. Then, put the receiver's name, and his/her title, company name, and address.

Write a subject line instead of a salutation. The subject line must be in all capital letters.

At the end of the letter, put your name and title, all in capital letters.

YOUR NAME  
YOUR TITLE

## OTHER OPTIONS:

- If you are using **block format**, you can place your address anywhere on the letter. You can place it at the top of the page (top centre or top right side), or you can put your address at the end of the letter after your signature and name, regardless of which format you use.
- If you are using **block form**, you can place the date on the left, in the centre, or on the right. However, if you are using the **indented form**, it is usually better to place the date on the right or on the left. Do not put it in the centre.
- With the **indented form**, you can put your signature on the right or left side of the page.
- If you want to make your letter stand out, boldly type your name in a larger font at the top of the letter and type your address just below it in a smaller font.

Example:

Missy Gold  
1345 Main Street  
Anytown, VA 22879

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