

(4 Spaces)

Date:

Do not abbreviate
Month Day, Year

(4 Spaces)

Block Style Business Letter

Writing for Excellence

Inside Address / Recipient:

Company Name

Street Address

City, State Zip Code

(2 Spaces)

Format

✓ 1 ½ Margins All Around

Suggested Fonts

✓ Times New Roman Size 12

✓ Arial Size 12

***Salutation:**

Mr., Mrs., Ms., Dr.

(2 Spaces)

Reason for your letter:

Do not indent
Use single space

(2 Spaces)

Background: Support your reason for writing

Do not indent
Use single space

(2 Spaces)

Copyright© 2001-2002 Tina Randolph and Eddie Garcia. All rights reserved.

Contact information:

Do not indent
Use single space

(2 Spaces)

Closing:

Sincerely, Yours Truly,
or Cordially Yours,

Signature

Full name
(Print or Type)

(4 Spaces)

*If you do not know the name of the recipient write "To Whom it May Concern:" If you do not know the gender, omit the title and use the person's full name.

