

Blocked Business Letter

- Use Times New Roman in 12-point size.
- Everything lines up on the left margin; nothing is indented.
- Be brief and accurate.
- Realize that your audience is likely to skim. They care only about what you have to say regarding their world.
- If you are too formal, you will alienate your reader. If you are too casual, you will lose credibility.
- The numbers in parentheses indicate how many returns to place after each section.

Your street address
Your city, state and Zip code (4)

January 10, 2009 (2)

Recipient's Name
Recipient's Title
Street Address
City, State Zip (2)

Salutation with a colon: (2)

The body of the letter comes right to the point by introducing the topic immediately. (2)

Further details can be added then, but they should be crisp and concise. Avoid any tone such as sarcasm or superiority that would make your reader discount and discard your work. Also avoid any sloppiness or casual attitude that would make you impossible to take seriously. (2)

Skipping lines between paragraphs is not only correct format but also helps make the information easier to read. Remember not to indent. (2)

It is wise to close with contact information other than the address typed above. E-mail addresses and phone numbers would go here. (2)

Sincerely, (4)

Your handwritten signature

Type your name after four enters
Your title, if applicable