Business Letter Format

September 25, 2015

Ms. Helen Jones  
President  
Jones, Jones & Jones  
123 International Lane  
Boston, Massachusetts 01234

Dear Ms. Jones:

When you use the modified block form to write a business letter, all the information is typed left-flush, with one-inch margins all around. Write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs. Skip lines between paragraphs. Use single-spaced text. Use a serif typeface like Times New Roman in a 12-point font. Use ragged-right margins, which means the right side of the text is uneven.

To begin your letter, provide the date, then skip four more lines and provide the address of the party to whom the letter is addressed. Skip one more line and type the salutation, followed by a colon rather than a comma. Be sure to address the person to whom you are writing by their title and their last name. This kind of formality shows respect, and can also help to create professional distance, particularly if your letter contains bad news.

In the last paragraph, be sure to let your reader know how to contact you by including both your e-mail address and your telephone number, including the area code and an extension number, if applicable.

After writing the body of the letter, type the closing, followed by a comma. Leave four blank lines, then type your name and title (if applicable), all left-flush. Then type your address, your phone number, and last, your e-mail address. Sign the letter in the blank space above your typed name.

Sincerely,

John Doe

John Doe  
Administrative Assistant  
5 Hill Street  
Denton, Texas 76201  
940.555.1111  
doe@student.com