

EXEMPLAR: BUSINESS LETTER
FULL-BLOCK STYLE
TWO-POINT PUNCTUATION

Full-Block Style

Every line begins at the left margin. This is the easiest and most commonly used letter style.

Pre-Printed Business Letterhead

Start Date 2" from top of page

Date 4 – 8x

3 or more blank lines

Inside Address

1 blank line

Salutation:

1 blank line

The **Body** of the letter usually has three paragraphs. The first paragraph introduces the topic and sets the letter's tone. 2x ↓

1 blank line

The second paragraph gives details, shares information, or makes a request. 2x ↓

1 blank line

The last paragraph closes the letter, gives follow-up information, and concludes in a positive manner. 2x ↓

1 blank line

Complimentary Closing,

4 or more blank lines

Your Handwritten Name

Writer's Identification (Name and Job Title)

1 blank line

Typists Initials

Notation

Two-Point Punctuation
include a colon (:) after the salutation and a comma (,) after the complimentary closing.

Used when a letter is typed by someone other than the writer, like an office assistant ,
The initials are typed in lower case i.e. dmc

NOTATIONS give additional information to the reader; examples include:

- **Enclosure**—use if including a resume or event tickets
- **CC:** (Carbon Copy)—used when you are sending a copy to another recipient
- **BCC:** (Blind Carbon Copy) —used when the reader will not know that a copy is being set to others, include this notation on all copies *but* the original