

Module 1: Letter Structure and Formatting

A standard letter typically includes the following parts:

1. **Heading (Your Address and Date):** Your address goes in the top left corner, followed by the date.
2. **Inside Address (Recipient's Address):** The recipient's address goes below yours on the left.
3. **Salutation (Greeting):** Start with "Dear [Recipient's Name]," followed by a colon.
4. **Body (Main Content):** This is where you write your message. Keep it concise and clear. Use paragraphs to separate ideas.
5. **Closing (Farewell):** Use a professional closing like "Sincerely," or "Respectfully," followed by a comma.
6. **Signature (Your Name):** Sign your name in ink below the closing.
7. **Typed Name (Your Name):** Type your name below your signature.

Formatting Tips:

- Use a standard font like Times New Roman or Arial, size 12.
- Single-space the body of the letter and double-space between paragraphs.
- Use 1-inch margins on all sides.