**Business Letter Examples & Research**

**Block Form**

 5 Hill Street  
Madison, Wisconsin 53700

March 15, 2005

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

Dear Ms. Jones:

Ah, business letter format-there are block formats, and indented formats, and modified block formats . . . and who knows what others. To simplify matters, we're demonstrating the block format on this page, one of the two most common formats. For authoritative advice about all the variations, we highly recommend *The Gregg Reference Manual*, 9th ed. (New York: McGraw-Hill, 2001), a great reference tool for workplace communications. There seems to be no consensus about such fine points as whether to skip a line after your return address and before the date: some guidelines suggest that you do; others do not. Let's hope that your business letter succeeds no matter which choice you make!

When you use the block form to write a business letter, all the information is typed flush left, with one-inch margins all around. First provide your own address, then skip a line and provide the date, then skip one more line and provide the inside address of the party to whom the letter is addressed. If you are using letterhead that already provides your address, do not retype that information; just begin with the date. For formal letters, avoid abbreviations where possible.

Skip another line before the salutation, which should be followed by a colon. Then write the body of your letter as illustrated here, with no indentation at the beginnings of paragraphs. Skip lines between paragraphs.

After writing the body of the letter, type the closing, followed by a comma, leave 3 blank lines, then type your name and title (if applicable), all flush left. Sign the letter in the blank space above your typed name. Now doesn't that look professional?

Sincerely,

John Doe  
Administrative Assistant

<http://writing.wisc.edu/Handbook/BusinessLetter.html>

How do I write a Business Letter?

1. Begin your letter by writing your name and address in the top right-hand corner of the page. This will identify you to the recipient and provide them with an address to answer your letter. Your name should be on the first line, your street address on the second line and your suburb / town and your state / territory (all in capital letters) and postcode on the last line.
2. Then on the top left-hand side of your letter (but below your details) comes the date. Write the day first, then the month and the year. You can write the date in full, or in abbreviated (shortened) form.
3. Now to add the recipient's details. Directly under the date you need to put the person's name / title (if you know it) and the business or company name on separate lines. You must also include the recipient's address which is set out on separate lines, ie the street or post office box address on one line and the suburb / town and the state / territory (all in capital letters) and postcode on the next line.
4. Next comes the greeting. Remember to be formal and use the correct title and name. "Dear" is an appropriate greeting for a business letter. If you do not know the name of the person to whom you are writing, you could use "Dear Sir", or "Dear Madam", as appropriate.
5. Now it is time to start writing the content of your letter. You should start with an introduction to explain why you are writing, followed by the main part of your message, which will contain the detailed information. Finish with a conclusion that summarises the main points made in your letter.
6. Once you have finished writing what you need to say it is time for you to "sign off" the letter. This is the way you end your letter. "Kind regards" and "Yours sincerely" are appropriate sign offs if you have used the recipient's name. If you have said "Dear Sir" or "Dear Madam", use "Yours faithfully" instead.
7. Once finished, you need to sign your name. It is also a good idea to write your name in full underneath your signature. Remember that postscripts are not appropriate for business letters

## Tips for writing business letters

Keep the person you are writing to in mind. If you are writing to someone official, such as a chairperson or a member of parliament, remember to be respectful and use formal language. Most importantly, make sure that their title is correct. You do not want to get off on the wrong foot by accidentally calling a "Mrs" a "Mr"!

* Address your letter to "Dear Sir" or "Dear Madam" if you do not have the person's name.
* Include your address if you would like a reply – and don't forget the date!
* Include a title or heading line that tells your reader what your letter is about.
* Keep your letter clear, simple and to the point. Business letters should never be too long. If someone is busy they may not have the time to read the whole of your letter.
* "Yours faithfully" is a polite way of finishing a business letter to someone you don't know (if you have used "Dear Madam" or "Dear Sir"). If you know the person's name, "Yours sincerely" is appropriate.
* Always keep a copy of the letter as a record of having sent it.
* Write a draft or a plan of your letter first.
* Remember that if you do not know the recipient, your letter will be their first impression of you. Be polite and respectful, just as you would be if you were meeting them in person.
* Remember that postscripts are not used in business letters.
* Lastly, it is best to type a business letter, so that the reader does not have to interpret any messy handwriting or muddled words. It also looks more professional if you are writing a job application or a letter to your local council.

http://auspost.com.au/education/letterwriting/students/business-letters.html