

Letterheaded paper	<b>FT</b> Prentice Hall FINANCIAL TIMES	Financial Times Prentice Hall Edinburgh Gate Harlow, Essex CM20 2JE UNITED KINGDOM Telephone: +44 (0)1279 623623 Facsimile: +44 (0)1279 431059
Reference initials of writer/typist, sometimes a filing reference)	ST/PJ	
Date (day, month, year)	12 November 200—	
Inside address (name, title, company, full address, postal code)	Mr Alan Hill General Manager Long Printing Co Ltd 34 Wood Lane London WC1 8TJ	
Salutation	Dear Alan	
Heading (give an instant idea of the theme)	FULLY BLOCKED LETTER LAYOUT	
Body of letter (3 line space between paragraphs)	<p>This layout has become firmly established as the most popular way of setting out letters, fax messages, memos, reports – in fact all business communications. The main feature of fully blocked style is that all lines begin at the left-hand margin.</p> <p>Open punctuation is usually used with the fully blocked layout. This means that no punctuation marks are necessary in the reference, date, inside address, salutation and closing section. Of course essential punctuation must still be used in the text of the message itself. However, remember to use commas minimally today; they should be used only when their omission would make the sense of the message unclear.</p> <p>Consistency is important in layout and spacing of all documents. It is usual to leave just one clear line space between each section.</p> <p>I enclose some other examples of fully blocked layout as used in fax messages and memoranda.</p> <p>Most people agree that this layout is very attractive and easy to produce as well as businesslike.</p>	
Complimentary close	Yours sincerely	
Name of sender	<b>Shirley Taylor</b>	
Sender's designation or department	SHIRLEY TAYLOR (Miss) Training Specialist	
Enc (if anything is enclosed)	Enc	
Show if any copies are circulated (if more than one, use alphabetical order)	Copy Pradeep Jethi, Publisher Amelia Lakin, Acquisitions Executive	