Business Letter Sample

from the Business Communication Center

Letterhead

2 lines

Dateline

At least 2 lines

Inside address

At least 2 lines

Salutation

Body

2 lines

Complimentary close

4 to 5 lines

Business Communication Center
1003 Asp Avenue, Room 2050, Norman, OK 73019

September 1, 2007

Ms. Eudora Beesknees
Visual Concepts, Inc.
5432 Island Avenue
Lawton, OK 73505

Dear Ms. Beeskness:

Thank you for your August 29th letter requesting information on how to write a business letter using the block letter format. Block format is the most common style of business letter, and I am using it in this letter.

In a block letter, all lines of text from the dateline to the signature block are left-aligned. The text along the right margin is ragged and not justified so that the letter is easier to read. Each paragraph is single-spaced, with double line spacing (one blank line) between paragraphs.

The dateline should appear 2 lines below the letterhead. The inside address should appear at least 2 lines below the dateline, and the salutation generally should appear 2 lines beneath the inside address.

Place your complimentary close 2 lines below the body of your letter, and type your signature block 4-5 lines below your complimentary close.

Sincerely,

David Williams

David Williams
Executive Vice President

Handwritten signature goes here

Letter Writing Checklist:

- ✓ Check your letterhead
- ✓ Check your date
- ✓ Check your internal address blocks
- ✓ Proofread for correctness
- ✓ Sign your letter
- ✓ Check address on envelope
- ✓ Check return address

Attention to detail makes all the difference!

For information on improving your **Memos**, see http://price.ou.edu/bcc/pdf/bcc_businessmemo.pdf

The University of Oklahoma PRICE College of Business

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