

## CORRESPONDENCE – BUSINESS WRITING EXAMPLE

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[BYU-Idaho letterhead]

March 1, 2007

Ms. Jane Newemployee  
Any Department  
BYU-Idaho  
Rexburg, ID 83460-0000

Dear Ms. Newemployee:

The preferred style for a business letter at BYU-Idaho is block formatted. The lines, including the date and the complimentary closing, begin at the left margin. The right margin is not justified. Paragraphs are not indented and should be single spaced with double spaced between the paragraphs. Do not divide paragraphs that contain three lines or less between two pages. On the top of the continuation pages put the full name, the date, and the page number.

The inside address should include the name of the addressee, usually with a courtesy title preceding the name. Also include the company name, address, city, two-letter state abbreviation, and zip code.

The signature block includes the complimentary closing typed two lines below the body of the letter. The author's name and title should be four lines below the complimentary closing.

The reference initials are typed two lines below the last line of the signature block. Only the typist's initials are necessary if the author is the one signing. The Enclosure or Attachment notation is directly below the reference initials. If there is an enclosure or attachment with the letter, it should be mentioned in the body of the letter.

Use a copy notation (c:) if someone other than the addressee is to receive a copy of the letter. The c stands for copy to and is now the preferred format for copy notations. You may wish to use blind copy notation (bc:) if you do not want the addressee to know someone else is receiving a copy.

Following these guidelines will ensure a consistent and professional appearance in all BYU-Idaho letters. I have enclosed a pamphlet to help you with the letter writing process. (Not really, but I wanted to mention this so I could use the Enclosure notation.)

Sincerely,

Bill Letterexpert

psh  
BL/wln00.wpd  
Enclosure  
c: Mary Othernewemployee