

BUSINESS LETTER—BLOCK FORMAT WITH MIXED PUNCTUATION

February 15, 2003

Start date line 2-10 lines below the letterhead. Usually 6-9 lines below the top margin

All Business Documents: Use *single line spacing* and *0 pt. spacing before and after paragraphs*.

Ms. Jane M. Smith, President
Visual Concepts, Inc.
543 South Park Avenue
Lincoln, NE 65432

The inside address is typed a QS (4 Enters) below the date line.

Dear Ms. Smith:

The Salutation is typed a double space (DS) below the inside address

Mixed Punctuation: Colon after the salutation and a comma after the complimentary close

SUBJECT: BUSINESS LETTER, BLOCK LETTER STYLE

Type subject line a DS below salutation

This letter illustrates block letter style. This style is easy to format and is commonly used in business writing. All typed lines begin at the left margin. This business letter contains a pre-printed letterhead. Key the date 2-10 lines below the letterhead, depending on the message length, to balance the letter vertically on the page. Another way to achieve the balance is to vertically center the letter on the page.

Body paragraphs should be SS with DS between paragraphs

Key the inside address a QS (4 Enters) below the date line. If a subject line is included, it appears two lines (DS) below the salutation and two lines above the first message line. The word "SUBJECT" is optional. Most readers will recognize a statement in this position as the subject without an identifying label because it is in all capital letters.

Single space (SS) the body paragraphs, and double space (DS) between paragraphs.

Double space after the last line of the message body down to the complimentary close. QS (4 Enters) after the complimentary close to the writer's name and title. Insert typist's initials (only when the keyboarder and the writer are not the same person) two spaces below the last line of the signature block. If any enclosures are included with the letter, an enclosure notation (Enclosure) is placed below the reference initials. If a copy needs to be sent to someone else, include that below enclosure.

Sincerely,

Complimentary close should be typed a DS below the body
Use a comma after the complimentary close when using **mixed punctuation**

John M. Doe
Graphics Designer

Type the author's name and title a QS below the complimentary close

xx
Enclosure

Reference initials are typed a double space below the writer's name and title. Typist's initials are typed in lower case.
An Enclosure notation is used if something is included with the letter

BUSINESS LETTER—MODIFIED BLOCK FORMAT

WITH BLOCKED PARAGRAPHS AND OPEN PUNCTUATION

All Business Documents: Use *single line spacing* and *0 pt. spacing before and after paragraphs*.

February 15, 2002

On a modified block format letter, the date, complimentary close, writer's name and title are typed **beginning** at the midpoint of the document (*not centered!!*). **Set a tab** at either 3" or 3.25 depending on the margins

Mr. James E. Anderson
Anderson, Ryan, & Sweeney
1402 Connecticut Avenue
Washington, DC 20510

Dear Mr. Anderson

Open Punctuation: *No colon* after the salutation and *no comma* after the complimentary close

SUBJECT: BUSINESS LETTER, MODIFIED BLOCK LETTER STYLE

The modified block letter with block paragraphs includes features similar to those of the block letter with the exception of the positioning of the date line, the complimentary close, and the writer's name and title. The date is typed beginning at the horizontal center of the page and aligned with the complimentary close and signature block. Before typing the document, **set a tab at the horizontal midpoint**. Press tab once to type the date line, complimentary close, writer's name, and writer's title. Key the date 2-10 lines below the letterhead, depending on the message length, to balance the letter vertically on the page. QS (4 Enters) after the date line down to the inside address.

The subject line as it is typed here begins at the left margin. If an attention line had been used, it would also have been positioned at the left margin. Any special mailing and handling notations would appear at the left, two lines above the first line of the inside address.

The inside address, salutation, and body paragraphs are typed in the same position as in the block format (begin at the left margin). Vertical spacing is also the same.

The complimentary close—starting at the horizontal center of the page (Tab to midpoint)—appears a DS below the last message line. QS (4 Enters) after the complimentary close to the writer's name and title.

Other notations such as reference initials, enclosure notations, and list of copy recipients are placed two lines below the signature block at the left margin.

Sincerely

Tab to the midpoint to type these lines

Anne B. Miller, Manager
Marketing Department

xx

Enclosure

cc: Ms. Kathleen Ryan
Mr. Michael Sweeney

A Copy Notation is used when a copy of the correspondence is sent to others

BUSINESS LETTER—SIMPLIFIED FORMAT

All Business Documents: Use *single line spacing* and *0 pt. spacing before and after paragraphs*.

February 15, 2005

Ms. Jane M. Smith, President
Visual Concepts, Inc.
543 South Park Avenue
Lincoln, NE 65432

EXAMPLE OF A BUSINESS LETTER IN SIMPLIFIED FORMAT

A simplified letter omits the salutation and includes a triple space between the inside address and the salutation, and the salutation and the body

This letter illustrates simplified letter style. This style is easy to format and is commonly used in business writing. All typed lines begin at the left margin. This simplified business letter contains a pre-printed letterhead. Key the date 2-10 lines below the letterhead, depending on the message length, to balance the letter vertically on the page. Key the inside address a QS (4 Enters) below the date line.

When using a simplified format do not use a salutation (Dear Ms. Smith). A subject line is included a triple space (TS, leaving two blank lines) below the inside address. The word SUBJECT is not used, but rather, type the subject of the letter in ALL CAPS. Most readers will recognize a statement in this position as the subject without an identifying label because it is in all capital letters. TS (leaving two blank lines) after the subject line to begin the body of the letter.

Single space (SS) the body paragraphs, and DS between each paragraph. Indent long quotations; bulleted and numbered lists may be indented from the left and right margins or assumed the margins of the body text.

A complimentary close is not used on a simplified letter. After the body press enter 5 times (leaving 4 blank lines down to writer's name and title. The writer's name and title should be typed in ALL CAPS and on the same line if possible. If the name and title are too long to fit on the same line, type the title on the line immediately following the writer's name. Insert typist's initials two spaces below the last line of the signature block. If any enclosures are included with the letter, an enclosure notation is placed below the reference initials. If a copy needs to be sent to someone else, include a copy notation below the enclosure notation.

JOHN M. DOE, GRAPHICS DESIGNER

A simplified letter also omits the complimentary close and the writer's name and title are typed in ALL CAPS

xx
Enclosure

PERSONAL BUSINESS LETTER—BLOCK FORMAT WITH OPEN PUNCTUATION

All Business Documents: Use single line spacing and 0 pt. spacing before and after paragraphs.

February 15, 2005

Ms. Jane M. Smith
543 South Park Avenue
Lincoln, NE 65432

Dear Ms. Smith

SUBJECT: PERSONAL BUSINESS LETTER, BLOCK LETTER STYLE

This letter illustrates a personal business letter in block format. This style is easy to format and is commonly used in business writing. All typed lines begin at the left margin. Personal business letters do not use a letterhead. Begin the date about 2 inches from the top edge of the paper (typically 2-10 Enters depending on the length of the letter). A way to achieve the balance is to vertically center the letter on the page.

Key the inside address a QS below the date line. DS after the inside address to the salutation. If a subject line is included, it appears a DS below the salutation and a DS above the first message line. The word "SUBJECT" is optional.

Single space (SS) the paragraphs, and DS between each paragraph. Bulleted and numbered lists may be indented from the left and right margins or assume the margins of the body text.

Double space (DS) after the last line of the message body down to the complimentary close. QS (4 Enters) after the complimentary close to the writer's name and address. **Reference initials are not used on a personal business letter.** If any enclosures are included with the letter, an enclosure notation is placed below the writer's name and address. If a copy needs to be sent to someone else, include that below enclosure.

Sincerely _____

Complimentary close should be typed a DS below the body

Randy Nordell, Ed.D
4700 College Oak Drive
Sacramento, CA 95841

A Personal Business Letter includes the writer's address below the name

Enclosure _____

Reference initials are not used on personal business letters, but other notations are used as needed

PERSONAL BUSINESS LETTER—MODIFIED BLOCK FORMAT WITH MIXED PUNCTUATION

All Business Documents: Use *single line spacing* and *0 pt. spacing before and after paragraphs*.

February 15, 2002

On a modified block format letter, the date, complimentary close, writer's name and title are typed **beginning** at the midpoint of the document (*not centered!!*). Set a tab at either 3" or 3.25 depending on the margins

Mr. James E. Anderson
1402 Connecticut Avenue
Washington, DC 20510

Dear Mr. Anderson:

SUBJECT: PERSONAL BUSINESS LETTER, MODIFIED BLOCK LETTER STYLE

The personal business letter in modified block format with block paragraphs includes features similar to those of the block letter with the exception of the positioning of the date line, the complimentary close, and the typewritten signature block, which begin at the horizontal midpoint (Tab to the midpoint; typically either 3" or 3.25"). Personal business letters do not use a letterhead.

The subject line as it is typed here begins at the left margin. If an attention line had been used, it would also have been positioned at the left margin. Any special mailing and handling notations would appear at the left, two lines above the first line of the inside address.

The inside address, salutation, and body paragraphs are in the same position as in the block format (begin at the left margin). Vertical spacing is also the same.

Double space (DS) from the last line of the message body to the complimentary close. QS (4 Enters) after the complimentary close to the writer's name and address. Reference initials are ***not*** used on a personal business letter. Other notations such as enclosure notation, a list of copy recipients, and/or a postscript are placed two lines below the signature block at the left margin.

Sincerely,

Randy Nordell, Ed.D.
4700 College Oak Drive
Sacramento, CA 95841

cc: Ms. Kathleen Ryan
Mr. Michael Sweeney

PS A postscript might be added at the bottom of the letter to provide the reader with additional information or to emphasize an idea.

A Postscript, if needed, is typed a DS below the last line

All Business Documents: Use *single line spacing* and *0 pt. spacing before and after paragraphs*.

MEMORANDUM

Type centered, ALL CAPS, and triple space (TS) after

TO: Marta Ortega

Type guide words in ALL CAPS
TAB to 1" to type information
DS between each line

FROM: Jeanette Lorriland

DATE: August 12, 2005

SUBJECT: Revision of Employee Handbook

TS after SUBJECT down to body

Memos are used for written communication within an organization—internal communication. Memos can be typed in many different formats. Most companies and organizations have their preferred format for memorandums. This is an example of a standard memo format.

When typing a memo, use the default margins. Center the word “MEMORANDUM” in ALL CAPS, and TS after the title. The guide words are typed in ALL CAPS and the following information is typed at 1”. A TAB should be used to line up the information following the guide words. Use a DS between guide words. Triple space (TS) after the subject line.

The body of the memorandum is SS with a DS between paragraphs. Include reference initials and any other necessary notations at the end of the memorandum.

xx

Enclosure or Attachment
c Amy Hoffman

Reference initials are typed a double space below the writer’s name and title and are typed in lower case.
An **Enclosure notation** is used if something is included with the letter.
A **Copy Notation** is used when a copy of the correspondence is sent to others.