

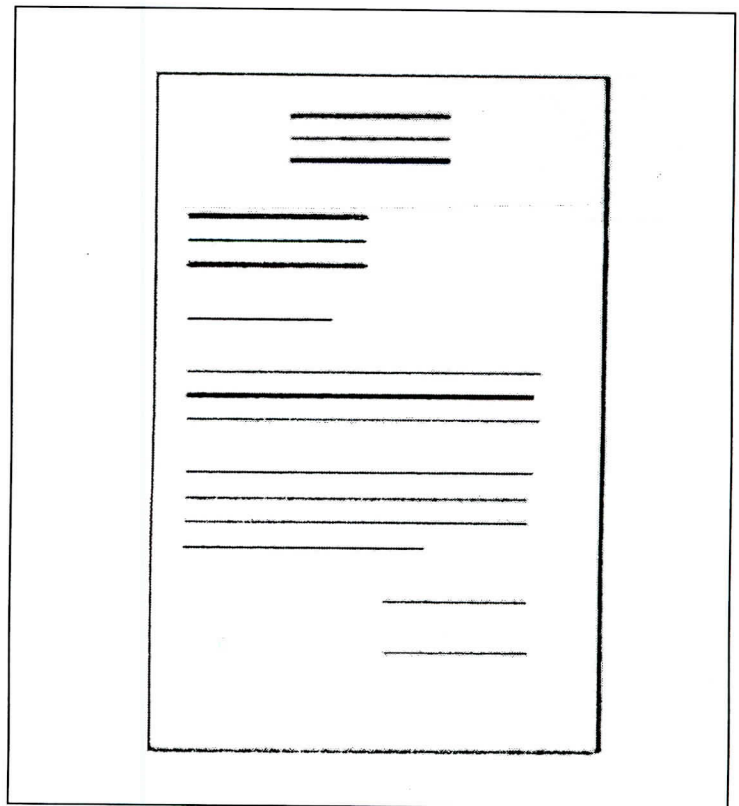
Letter Styles Notes

Goals:

1. Analyze, review, and practice letter writing
2. Use technology to type, spell check, and prepare letters in BLOCK format.
3. Articulate how letters differ
4. Create your own letter.

Modified block →

Appropriate Uses:



Parts of a Block-Style Letter

Letterhead: Sender's contact information. Information should be centered.

Date: The date for all business letters should have the month spelled out, the day of the month, a comma, and the year.

Inside Address: The address of the recipient of the letter.

Salutation: Formal greeting. Always use the name of the recipient of the letter if possible. Start with "Dear." Do not use punctuation at the end of this line.

Mr. man

Mrs. married / divorced

Ms. unknown / general

Miss minor

To Whom It May Concern unknown

Body: A business letter is never hand written. It is best to NOT indent paragraphs. Skip a line between paragraphs. Skip a line between the body and close.

Paragraph 1: Introduction/Purpose of the letter.

Paragraph 2: Details of the letter.

Paragraph 3: Repeat request, contact information.

Complementary Close: Short, polite end to the letter. Do not use punctuation at the end of this line.

Signature block: After the complementary close... To do this part correctly, hit "enter" 4 times after the complementary close, type the sender's name, hit enter, and type the title of the sender. The space between the complementary close and the sender's typed name should contain the physical signature of the sender. Use a black pen.

Reference: The initials of the person who composed the letter: ONLY if the person who composed the letter is NOT the sender. Initials must be in lower case.

Initials

enclosure

: If additional papers are included with the letter, type the word "Enclose" under the reference initials. This is to indicate to the recipient of the letter that there are additional documents that they should look for.

When emailing a business letter:

1. copy & paste

2. attach as .rtf
