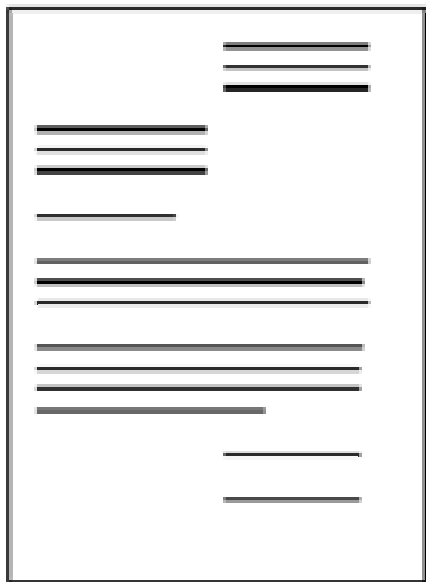


# 1.) Different Styles of Business Letter

The following pictures show what a one-page business letter should look like. There are three accepted styles. The horizontal lines represent lines of type.

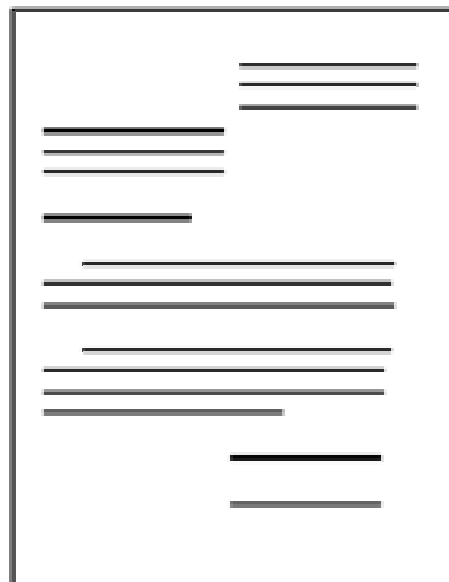
**Modified Block Style**

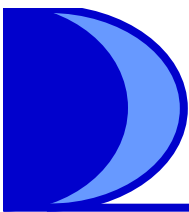


**Block Style**



**Semi Block Style**





## Parts of Business Letter

### The Heading

The heading of a business letter should contain the return address (usually two or three lines) followed by a line with the date. The heading is indented to the middle of the page in the modified block and semi block styles. It begins at the left margin in the block style. If the stationery is imprinted with the return address, then the return address may be omitted. Sometimes a line after the address and before the date may include a phone number, a fax number, an E-mail address, or the like.

Particularly if the address uses three or more lines, it is good to skip a line before the date. When using the block style, always skip a line before the date. Always include the date.

### Example:

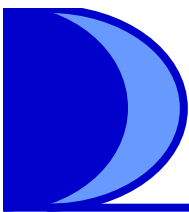
Acme Explosives, Inc.  
100-B Dry Gulch Alley  
Lonesome Coyote AZ 85789

July 14, 1997

### The Inside Address

This is the address you are sending your letter to. Make it as complete as possible. Include titles, names, and routing information if you know them.

This is always on the left margin.



## 1.) Different Styles of Business Letter

**Skip a line after the heading before the inside address. Skip another line after the inside address before the greeting.**

### **Example:**

**Dr. Calvin Carson  
Cross Country Coach  
Dept. of Athletics  
Colorado Community College at Cripple Creek  
Cripple Creek CO 80678**

### **The Greeting**

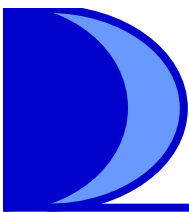
**The greeting in a business letter is always formal. It normally begins with the word "Dear" and always includes the person's last name. It normally has a title such as Mr., Mrs., Dr., or a political title. The greeting in a business letter always ends in a colon.**

### **The Body**

**The first line of a new paragraph is indented in the semi block style. The block and modified block style have all lines of the body to the left margin. Regardless of style, skip a line between paragraphs. Skip a line between the greeting and the body. Skip a line between the body and the close.**

### **The Complimentary Close and Signature Line**

**The left edge of the close and signature line in the semi block and modified block begin in the center, at the same column as the heading. The close and signature of the block letter begins at the left margin. The complimentary close begins with a capital letter and ends with a comma. Skip from one to three spaces (two on a typewriter), and type in the signature line, the printed name of the person signing the letter.**



## 1.) Different Styles of Business Letter

**Sign the name in the space between the close and the signature line, starting at the left edge of the signature line. Women may indicate how they wish to be addressed by placing Miss, Mrs., Ms. or similar title in parentheses before their name. The signature line may include a second line for a title, if appropriate. The signature should start directly above the first letter of the signature line in the space between the close and the signature line. Use blue or black ink.**

### **Example:**

**Sincerely,**  
*(Signature goes here)*  
**(Mrs.) Elisabeth Jackson**  
**Director of Acquisitions**

