



English Department

3rd year students

an Essay

5Lectuer

(Business Letter)

Prepared By

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How to format a

BUSINESS LETTER

BUSINESS LETTER

A letter written by an individual to deal with business of a personal nature.

Types of Letters

Personal—Business Letter

- Sent from an individual to a person or business/organization.



Business Letter

- Sent from a business or organization to another or to an individual.
- Usually keyed on letterhead. The letterhead can consist of the business' name, address, phone/fax/email, and logo.



FIRST, YOU HAVE TO

SET THE MARGINS

Go to

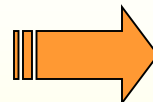
FILE

on your Menu Bar

and choose

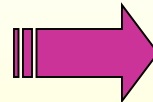
PAGE SETUP

TOP MARGIN



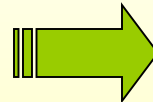
2 inches – 2”

LEFT MARGIN



1 inch – 1”

RIGHT MARGIN



1 inch – 1”

BLOCK STYLE

ALL PARTS OF
THE LETTER
BEGIN AT THE
LEFT MARGIN



RETURN
ADDRESS →

230 Glendale Ct.
Brooklyn, NY 11234-3721
December 5, 2005

QS

LETTER ADDRESS →

Ms. Julie Hutchinson
1825 Melbourne Ave.
Flushing, NY 11367-2351

SALUTATION →

Dear Julie

DS

DS

BODY →

It seems like years since we were in Ms. Gerhig's keyboarding class. Now I wish I would have paid more attention. As I indicated on the phone, I am applying for a position as box office coordinator for one of the theaters on Broadway. Of course, I know the importance of having my letter of application and resume formatted correctly, but I'm not sure that I remember how to do it.

DS

Since you just completed your business education degree, I knew where to get the help I needed. Thanks for agreeing to look over my application documents; they are enclosed. Also, if you have any suggestions for changes to the content, please share those with me too. This job is so important to me; it's the one I really want.

DS

Thanks again for agreeing to help. If I get the job, I'll take you out to one of New York's finest restaurants.

COMPLIMENTARY
CLOSE →

Sincerely

DS

QS

NAME OF WRITER →

Rebecca Dunworthy

DS

ENCLOSURE NOTATION →

Enclosures

Punctuation Styles

Open Punctuation

- There is not a colon or comma in the salutation and there is not a comma in the complimentary closing.

Example:

Dear Ms. Smith
Sincerely yours

Mixed Punctuation

- A colon is in the salutation and a comma is in the close.

Example:

Dear Ms. Smith:
Sincerely yours,

Block Style Letter with Special Parts

- **Typist Initials**

Typed a double space below the author's keyed name.

- **Enclosure Notation**

Typed a double space below the typist initials.

- **Copy Notation**

Typed a double space below the enclosure notation.

LETTER WITH SPECIAL PARTS	
Current Date (QS)	<i>DATELINE</i>
ACME Moving & Storage 110 Move-it Drive Springfield, IL 55555 (DS)	<i>INSIDE ADDRESS</i>
Ladies and Gentlemen: (DS)	<i>SALUTATION/MIXED PUNCTUATION</i>
On April 14, your company moved my office furnishings from Dodge City to Wichita, Kansas. The movers were prompt and courteous; however, several items were damaged in transit. (DS)	
As per the contract, #PR001-05, I have enclosed a claim for reimbursement due to damaged property. I have also enclosed two photographs to support this claim. (DS)	
I expect that my reimbursement will be handled promptly. (DS)	
Sincerely, (QS)	<i>COMPLIMENTARY CLOSE</i>
Robert Kimble (DS)	<i>AUTHOR'S TYPED NAME</i>
Is (DS)	<i>TYPIST INITIALS</i>
Enclosures: Damage Claim Photographs (DS)	<i>ENCLOSURE NOTATION</i>
c Ms. Allyson Hayes	<i>COPY NOTATION</i>

• Memorandum Format

- Memo may be labeled at top center, or not, as you see fit.
- Place your handwritten initials after your typed name in “From” line.
- Triple space after “Re” line, which may be labeled “Subject” instead.
- Single space within paragraphs; double space between paragraphs.

[Memorandum]

To: Mr. John Q. Public

From: Any A. Person **AAP** [handwritten]

Date: February 20, 2015

Re: Format of Memos

Paragraph 1.....
.....
.....

Paragraph 2.....
.....
.....
.....

Questions
Comments
Concerns

