Dear Mr. Perfect:

I am writing to explain how to write a business letter. A business letter should have three parts an introduction, a middle part, and a closing that tells the reader what action you expect or would like them to take.

This is a full-block letter format, so make sure that everything is lined up with the left hand margin. Single space the body paragraphs. The date is put about two lines from the top of the paper, the recipients address is three lines below the date, and the greeting is two lines below the address. The closing is two lines below the last body paragraph, but leave four lines between the closing and the printed signature to all space for your hand written signature. If you include anything in the envelope with the business letter make sure to include the word “Enclosure” or abbreviation “Enc” and the number of items. If there is only one item enclosed, give a description such as “Resume.” If the letter is addressed to more than one person, put the person with higher rank first. If they have the same rank, list them alphabetically. The initials at the end of the letter indicate that someone else typed the letter other than the person who signed it.

Please keep in mind that your introduction should explain who you are and why you are writing. The middle part generally will give the details and persuades your reader to act. As well, be sure to include a conclusion that tells your reader what action you expect or would like them to take. Please use these principles to format your own business letter in the future.

Sincerely,

Shelley Haight
Student Tutor
Reading/Writing Center

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