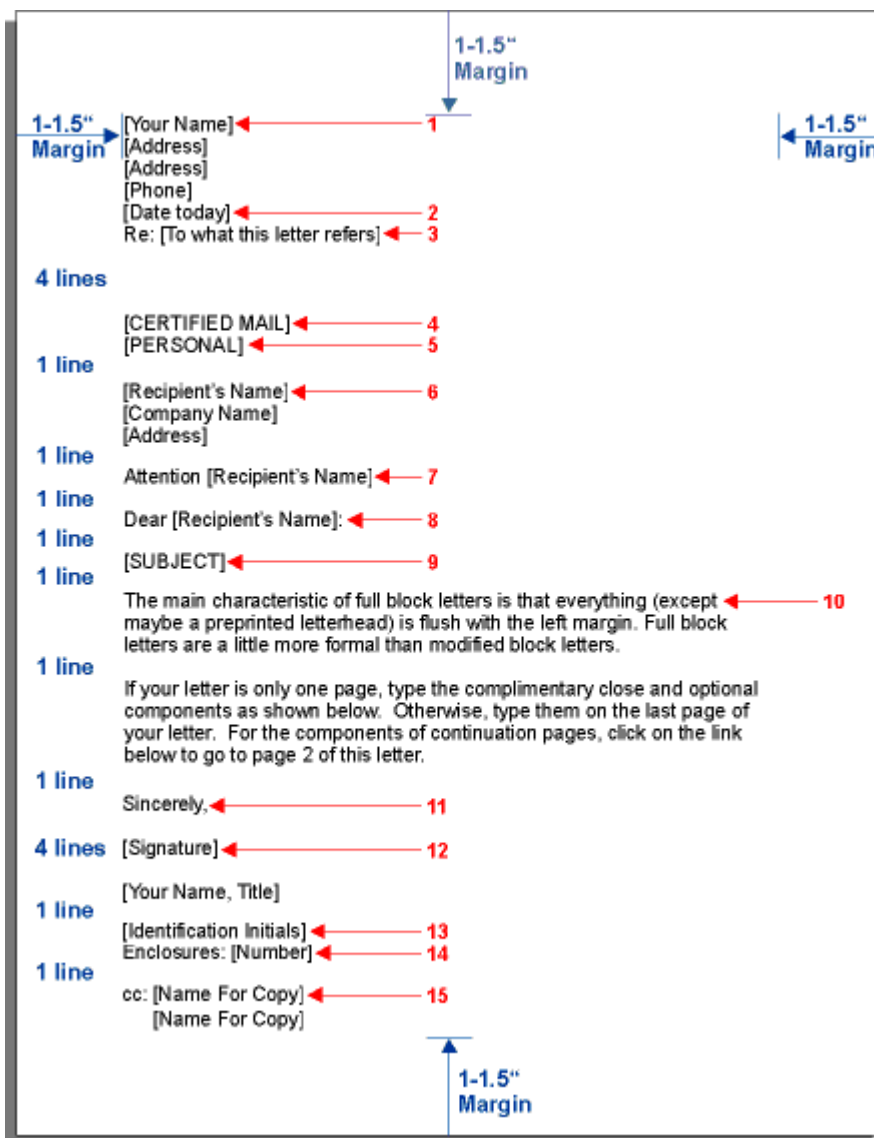


See page at

http://jobsearchtech.about.com/od/letters/1/bl_block_p.htm



This is an example of a business letter written in block format. You will need to write one, so pay close attention.

Don't worry about the margins. They're pre-set.

Notice how many lines are skipped. Everything in square brackets needs to be changed. Also, the body of the letter needs to be changed.

That first block is the contact information. It is your address.

The next area tells how the mail was sent and whether it's public, personal, or confidential.

Then put who it's to, followed by a colon. It looks like this :

On the next line, address them. This is called the salutation, and should be formal, such as Dear Mr. Smith.

The subject should be written in ALL CAPITAL LETTERS. It should be short.

Notice that the body is single spaced. It is usually only a couple paragraphs long.

You then politely end the letter, and leave room for a signature. Afterward, type your name and business title. If you are typing for your boss, you would type your boss's name and position, and leave space for the signature.

The person who typed the letter needs to type his or her initials (lower-case). Then, list how many enclosures are attached. Enclosures are papers stapled or paper-clipped to the document. In an email, it's how many attachments are added.

Finally, if needed, add a list of all the people that should be sent a copy of the letter. This list should be alphabetical. The next page is an example of a block business letter.

Page of Mystery Company
123 Chicken Road
Salem, UT 12345
(801) 373-9120
Re: Expedition 7 Part 2

HAND DELIVERED
PUBLIC

Computer Student at Liberty Academy
333 Fake Street
Salem, UT 98765

Attention Computer Tech student:

Dear you,

WRITING A BUSINESS LETTER

In a real business letter, this paragraph should briefly state the main reason you are writing. It should give background info about the problem or reason, and not much more. Keep it short, and to the point. You are using company time, so it must get right to the main idea.

Usually in the second paragraph, you will put the instructions that you want the recipient to follow. You will also include follow-through information, such as your plans of contacting the company or person in the future. Make sure you end positively, and both of these paragraphs should be fully left-aligned.

Sincerely,

Ms. Lowe, Computer Technology Teacher

del

Enclosures: 1

cc: The other students in the class