Block Style Business Letter Format
EVERYTHING typed, single-spaced, on the far left. No indentations. At all. None.

Heading

One inch margins on all sides. Write your own address. Do not put your name here.
Skip one line and write the date. Write out the month completely, without abbreviations.
Skip one line.

Inside Address

Name, person's title (if applicable) and complete address of the person to whom you are
sending the letter (including company name or name of organization or name of school).

Skip one line after this section.

Salutation

Use an appropriate greeting, like “Dear” and a colon immediately after the person’s
name.

Skip a line.

Body (skip a line between paragraphs)

Introduction paragraph (this paragraph should be no more than three sentences long)
Tell the reader who you are, but do not include your name (ex: I am a freshman).

Body paragraphs (there may be several body paragraphs; at least one is required)
Continue by telling the reader why you are writing.

Conclusion paragraph (this paragraph should be no more than two sentences long)
Thank the person for their time or consideration.

Skip a line

Closing

Use Sincerely, Best regards, or Cordially and a comma immediately after it.

Skip three lines.

Signature (use blue or black pen to handwrite your first and last name)

Type your first and last name under your signature.