

Block Format

123 Winner's Road
New Employee Town, PA 12345

return address (use the school's address)

skip
one
line

March 16, 2001

date

skip
one
line

Ernie English
1234 Writing Lab Lane
Write City, IN 12345

inside address (the person/office you are contacting)

skip
one
line

Dear Mr. English:

*salutation followed by colon
(you might need To whom it may concern:)*

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one
line

The first paragraph of a typical business letter is used to state the main point of the letter. Begin with a friendly opening; then quickly transition into the purpose of your letter. Use a couple of sentences to explain the purpose, but do not go in to detail until the next paragraph.

skip
one
line

Beginning with the second paragraph, state the supporting details to justify your purpose. These may take the form of background information, statistics or first-hand accounts. A few short paragraphs within the body of the letter should be enough to support your reasoning.

skip
one
line

Finally, in the closing paragraph, briefly restate your purpose and why it is important. If the purpose of your letter is employment related, consider ending your letter with your contact information. However, if the purpose is informational, think about closing with gratitude for the reader's time.

skip
one
line

Sincerely,

closing

Your signature goes here.

skip
four
lines

Lucy Letter