Personal-Business Letter Block Style

Freedom High School

Personal-Business Letter

- Written by an individual
- Dealing with businesses
- Block format
- Paragraphs are not indented

Parts of the Letter

- Return Address
  - 2-inches from top edge
  - One line for street address
  - One line for City, State, ZIP
- Date
  - Month, Day, and Year below CSZ

Parts of the Letter

- Mailing Address
  - Double-space below the date
  - Personal/professional title before recipients' name
    - Miss, Mrs., Mr., Dr., Lt., Senator, etc.
- Salutation
  - Single-space below mailing address

Parts of the Letter

- Body
  - Single-space below the salutation
  - Block paragraphs with a SS between
- Complimentary Close
  - Single-space below the body

Parts of the Letter

- Name of the Writer
  - Double-space below the close
  - May be preceded by a personal title
- Attachment/Enclosure Notation
  - If another document is attached
    - *Attachment* is keyed at left margin
 - If another document is enclosed but not attached
    - *Enclosure* is used

Before You Begin

- Open a new document

- Set the margins
  - File → Page Setup

Margin	Measurement
Top Margin (TM)	2-inches
Slide Margins (SM)	1-inch (or default)
Bottom Margin (BM)	At least 1-inch

Format Paragraph

- Format →
  Paragraph
  - 10 pt Space AFTER paragraph
- For Single-space AFTER paragraph use Shift+Enter
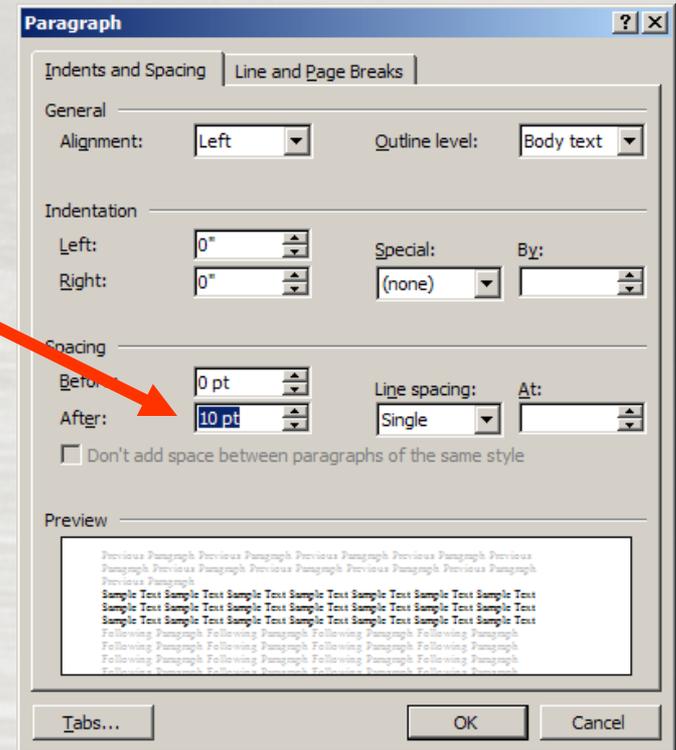
Select Font

- Calibri 11-pt
  - From Tool Bar
  - Format → Font
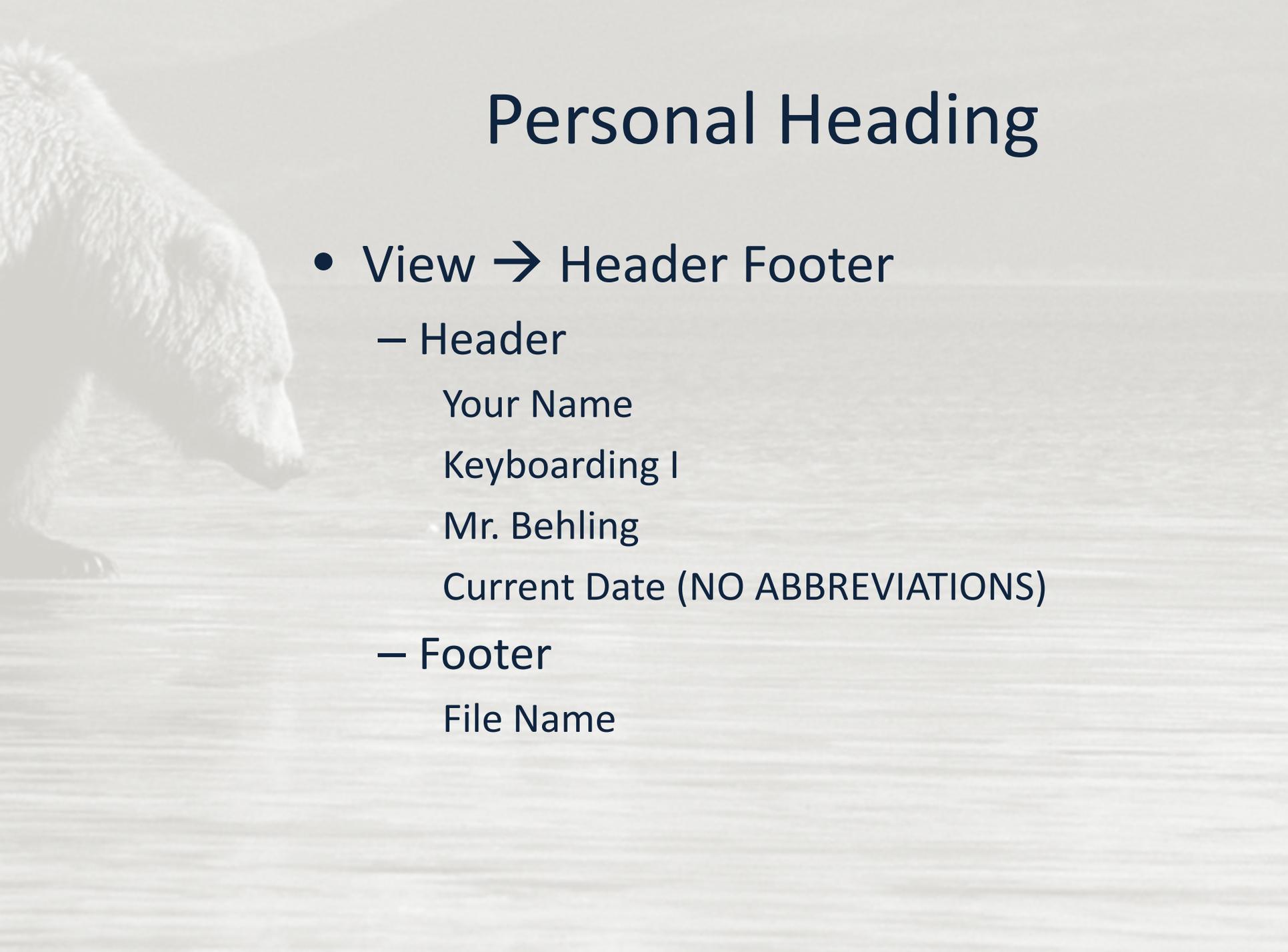
Personal Heading

- View → Header Footer
  - Header
    - Your Name
    - Keyboarding I
    - Mr. Behling
    - Current Date (NO ABBREVIATIONS)
  - Footer
    - File Name

Your Name
Keyboarding I
Mr. Behling
Current Date

230 Glendale Court
Brooklyn, NY 1123-3721
Current Date

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

Dear Julie

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

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.

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

Sincerely

Rebecca Dunworthy

Enclosure

26B Letter1

Personal Heading

FROM and TO Addresses (press Shift+Enter)

Document Name

Envelopes

- Tools → Letters and Mailings → Envelopes and Labels…

Envelopes Dialog Box

Insert YOUR NAME before the Return Address

Envelopes Dialog Box

Insert YOUR NAME before the Return Address

Options

Select the proper ENVELOPE as per directions

Envelope Options
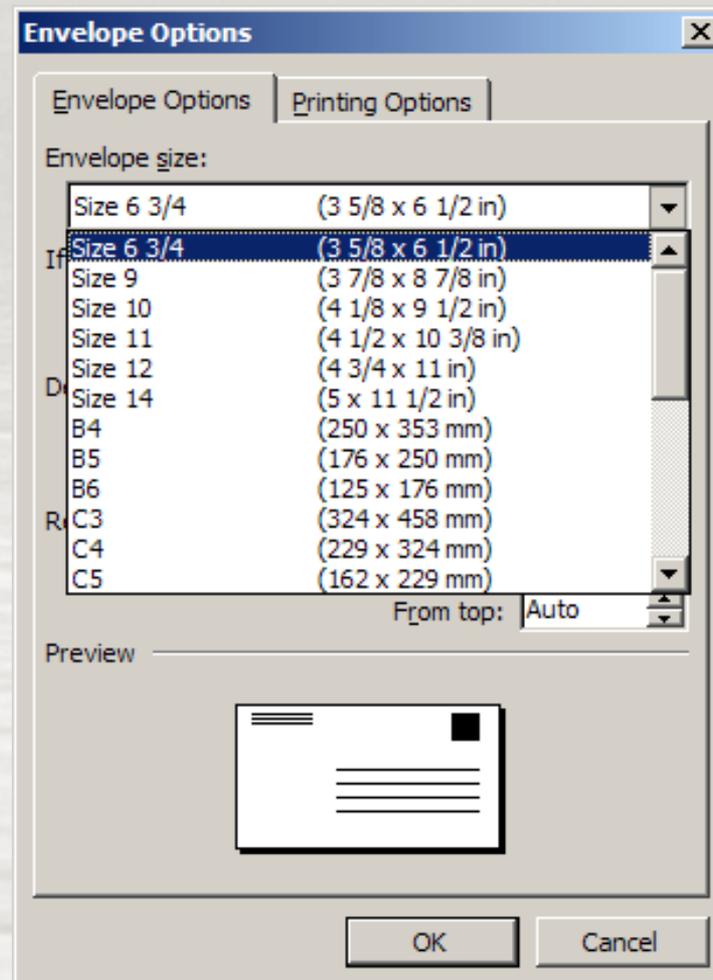
Add to Document
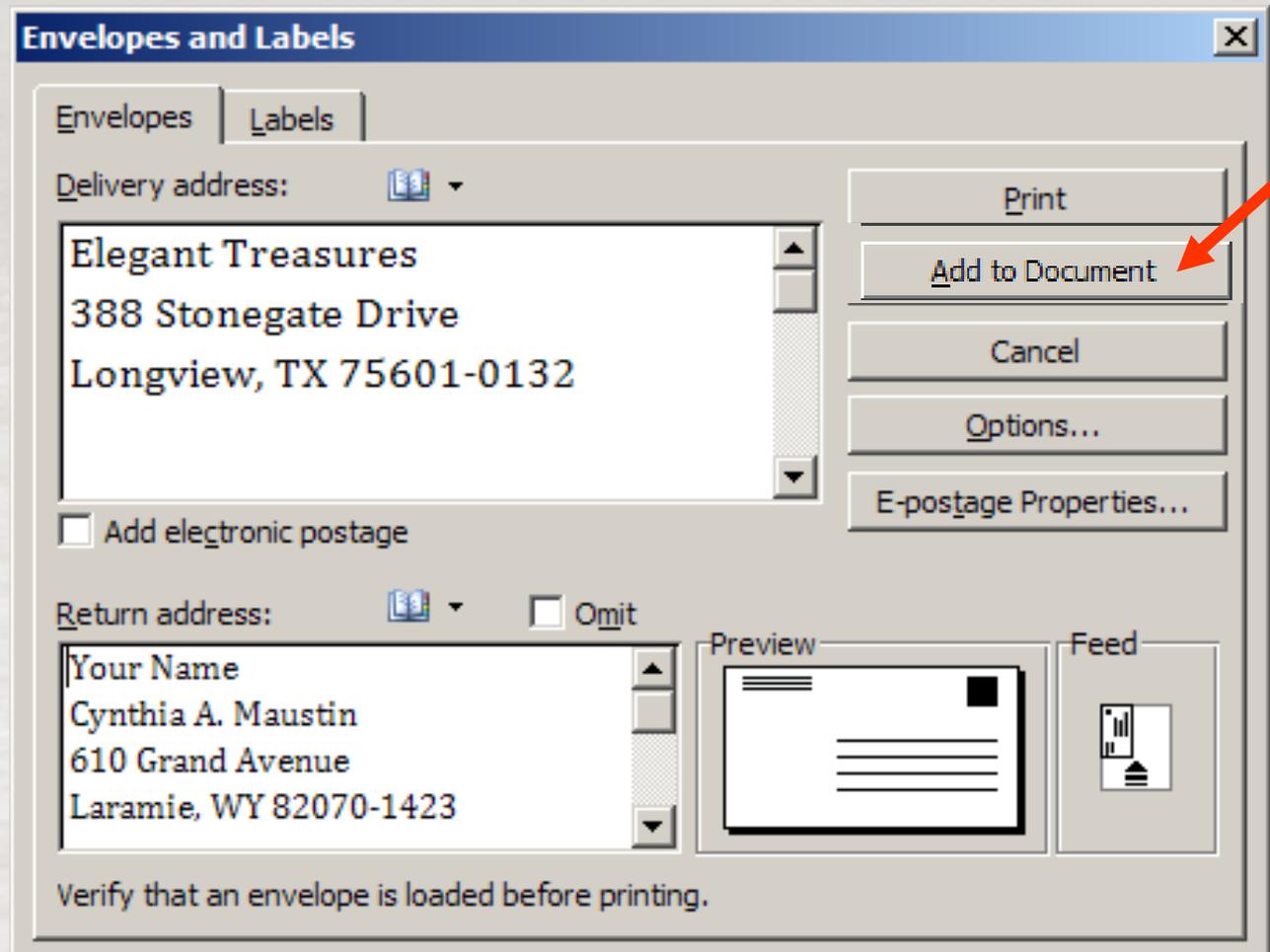
Print Document

- Make sure you staple the ENVELOPE to the letter before turning it in.