



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



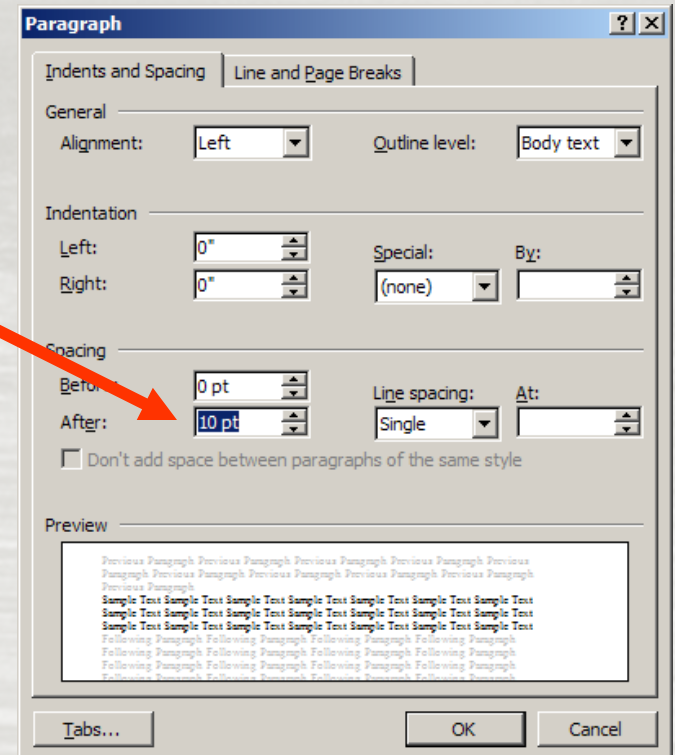
Before You Begin

- 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

Personal Heading

230 Glendale Court
Brooklyn, NY 1123-3721
Current Date

FROM and TO
Addresses (press
Shift+Enter)

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

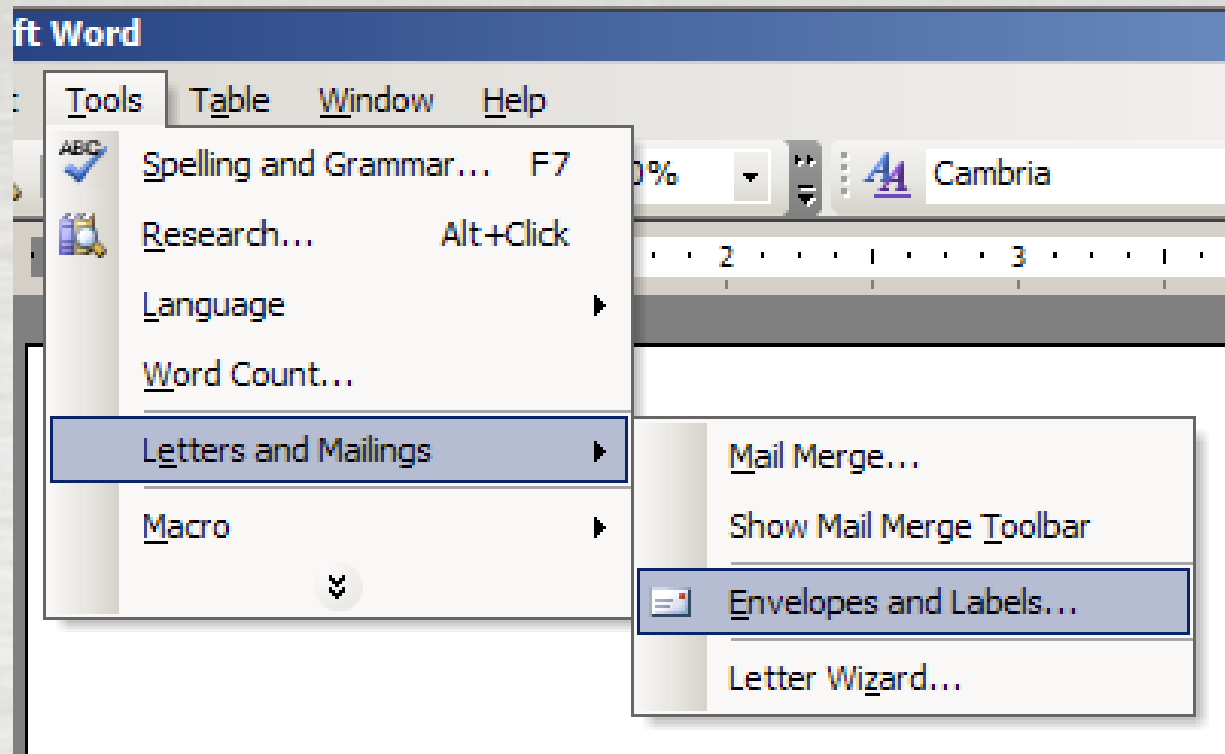
Enclosure

26B Letter1

Document Name

Envelopes


- Tools → Letters and Mailings → Envelopes and Labels...




Envelopes Dialog Box

Envelopes and Labels

Envelopes Labels

Delivery address:  ▼

☐ Add electronic postage

Return address:  ▼ ☐ Omit

Print

Add to Document

Cancel

Options...

E-postage Properties...


Preview

Feed

Verify that an envelope is loaded before printing.


**Insert YOUR NAME
before the Return
Address**

Envelopes Dialog Box




Envelopes and Labels

Envelopes Labels

Delivery address:  ▼


Elegant Treasures
388 Stonegate Drive
Longview, TX 75601-0132


☐ Add electronic postage

Return address:  ▼ ☐ Omit

Your Name
Cynthia A. Maustin
610 Grand Avenue
Laramie, WY 82070-1423

Print
Change Document
Cancel
Options...
E-postage Properties...


Preview


Feed


Verify that an envelope is loaded before printing.

**Insert YOUR NAME
before the Return
Address**

Options



Envelope Options [X]

Envelope Options | Printing Options


Envelope size:
Size 6 3/4 (3 5/8 x 6 1/2 in) ▼

If mailed in the USA
☐ Delivery point bar code
☐ FIM-A courtesy reply mail

Delivery address
Font... From left: Auto
From top: Auto

Return address
Font... From left: Auto
From top: Auto

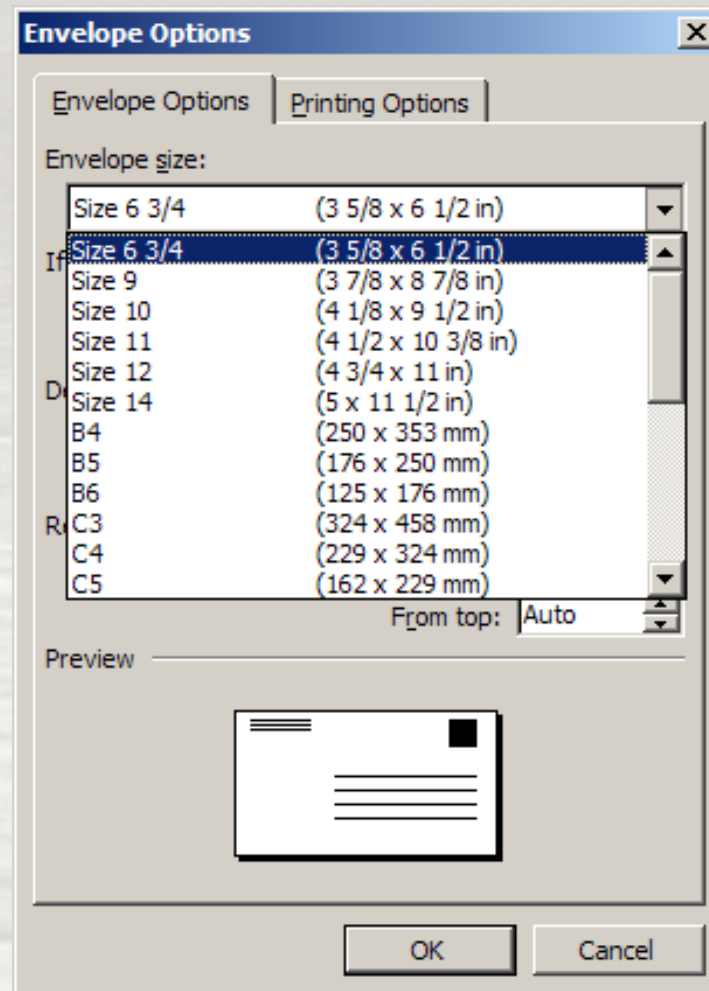
Preview




OK Cancel

Select the proper
ENVELOPE as per
directions

Envelope Options



Add to Document



Envelopes and Labels [X]

Envelopes | Labels

Delivery address: [Address Book Icon] ▼

Elegant Treasures
388 Stonegate Drive
Longview, TX 75601-0132

☐ Add electronic postage

Return address: [Address Book Icon] ▼ ☐ Omit


Your Name
Cynthia A. Maustin
610 Grand Avenue
Laramie, WY 82070-1423

Preview: [Envelope Preview]

Feed: [Feed Icon]

Print
Add to Document
Cancel
Options...
E-postage Properties...

Verify that an envelope is loaded before printing.



Print Document

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

