

September 16, 2005

Mr. S. Dawson
Information Technology Teacher
Earl Marriott Secondary School
15751 - 16th Ave
Surrey, BC V4A 1S1

Dear Mr. Dawson

This letter is an example of a business letter typed in block format with open punctuation. In this format, all lines begin at the left margin and the letter should be typed in a size twelve font. This type of personal business letter setup may be used in a covering letter for a resume or to request information from a company.

Typically, the letter will begin on the eighth line down from the top (this is to center the letter on the page). Then the date is typed in full. This is called the date line. Following the date line, the enter key is pressed four times (also called a quadruple space). Then the inside address is typed (the person who will be receiving the letter) with no abbreviations. A salutation is then typed two spaces below this address and is followed by another double space. This is where the letter begins and is usually in the form of three paragraphs. The first paragraph is to state the purpose of the letter, the second is to explain and the third is to close or finish any comments. This format is common in most business letters.

Finally, the remaining two parts of the letter will follow the body paragraphs. The first is to insert a complimentary close (usually sincerely or yours truly). After the complimentary close there is another quadruple space to leave room for the sender's signature. This is followed by the sender's name and address. Remember that the provinces are only two capitals with no periods and the postal code follows two spaces behind.

Sincerely

Mr./Mrs./Ms./Dr. Your Name
Your Address
City, Province Postal Code