

## Format for a Business Letter

### 1. Return address of the letter writer.

1600 Main Street  
Springfield, Kansas 12345

(4 single spaces)

### 2. The date of the letter.

(Begin with the month; use a comma) December 1, 2003

(Double Space)

### 3. Complete name, title, and address of the recipient.

Use "Mr." for a male recipient. If you do not know how a female recipient prefers to be addressed, it is best to use "Ms."

Ms. Anna Brown, Chair  
Department of Linguistics  
Right State University  
1415 University Drive  
Felicity, OH 45434

(Double Space)

### 4. Salutation with a colon. Address as Mr./Mrs./Ms./Miss and their LAST NAME only.

Dear Ms. Brown:

(Double Space)

### 5. Body of the letter.

It is best to keep an initial business letter short. Business people are busy and do not have time to read long letters! In a one-page letter, you will usually only need three or four paragraphs, single spaced. **Use a double space in between paragraphs.** See examples that follow. Your first paragraph should identify whom you are, where you are from, and why you are writing.

The second paragraph can be a "kiss up" paragraph in which you get specific about why you are writing to that particular person and why they are an "expert". And/or you may want to tell them why you admire them so much. (This is an optional paragraph)

The third paragraph should ask for the information you need from the person. If you are asking several questions, you will type those separately and indicate they are on an enclosed sheet. If you plan to submit a self-addressed, stamped envelope indicate it in this paragraph. Including a SASE can indeed help in getting your letters returned to you. If you do not include one, be sure to note that they can contact you at the address at the top of the letter in care of Ms. Jennifer Zinn.

Finally, thank them for taking their time in reading your letter and for their response.

(Double Space)

### 6. Closing.

The most common closing is "Sincerely." Follow this with a comma. Skip four single lines after the closing and type your name. Sign your name in the space above your name.

Sincerely,



Jonathan Wilson

## **7. Enclosure.**

If you are enclosing additional information with your letter such as your questions or something for them to sign, skip two single lines after your typed name and type "Enclosure" or "Enclosures." If you use the plural, you have the option of stating the number of enclosures in parentheses.

Enclosures (2)

### **Additional Information**

1. Use block style – do not indent paragraphs.
2. If the recipient has a title, use it instead of Mr. or Ms. For example, use Dr. Brown if writing to a professor that has that particular title.
3. If you are writing to a band, address as Dear Members of Name of Band:
4. Do not use shortened verbs (contractions) such as don't. Use do not instead.
5. Your request letter is not like a "note" to your friends. It should have a more business-like tone and appearance. Do not begin with "Hi" or "Hey, what's up" etc.
6. Keep the letter fairly brief and to the point. You should not have more than one page for your letter when typed unless you are including your questions on a separate paper.
7. Do NOT conclude with a personal closure like "love" or "love ya lots." Sincerely is quite effective and appropriate.
8. If you are including questions separately, place a title at the top of the page such as "Questions for Bob Barker" and then make sure you leave enough space for your recipient to respond.

200 Ave. F  
Hereford, TX 79045

September 6, 2005

Eatonton-Putnam Chamber of Commerce  
Roddie Anne Blackwell, Executive Vice President  
P. O. Box 4088  
105 S. Washington Street  
Eatonton, GA 31024

Dear Ms. Blackwell:

My literature class at Hereford High School has been studying poets over the past few weeks. Our class has undertaken the project to find out as much as we can about the writer and the hometown of one of the authors we have read. I have selected Alice Walker as the writer I wish to study. I have learned that she was born in Eatonton and that many of her relatives still live in the community.

I would like some information about your community. If you have a brochure you could send me, I would appreciate it. Also I would like any specific information on Ms. Walker and her family. I would like to know how the community feels about Ms. Walker and her writings.

Please send the information to me at the address that is given at the top of the letter in care of Mrs. Zinn. Thank you for any help you can give me on this project.

Sincerely,

*Jane Doe*

Jane Doe

Valleyview Drive  
Amarillo, TX 79118

March 13, 1998

Mr. John Doe  
15800 Pawnee Circle  
Lincoln, NE 68506-6011

Dear Mr. Doe:

I am a student at Valleyview Junior High school in Amarillo, Texas. I am currently taking a speech class in which I am responsible for making a speech on the subject of your expertise. I am writing to you in order to gain more information about the sinking of the Titanic.

I understand that you are an expert on this topic as you have written several books that relate to the Titanic disaster. I have found your books to be very interesting and informative.

Would you take the time to answer the question on the following page? I have enclosed a self-addressed, stamped envelope for your convenience. If you have any additional information that would be of benefit for me and my speech, please include that as well.

Thank you for taking the time to read my letter and I look forward to your response.

Sincerely,

*Julie Student*

Julie Student

200 Ave. F  
Hereford, TX 79045

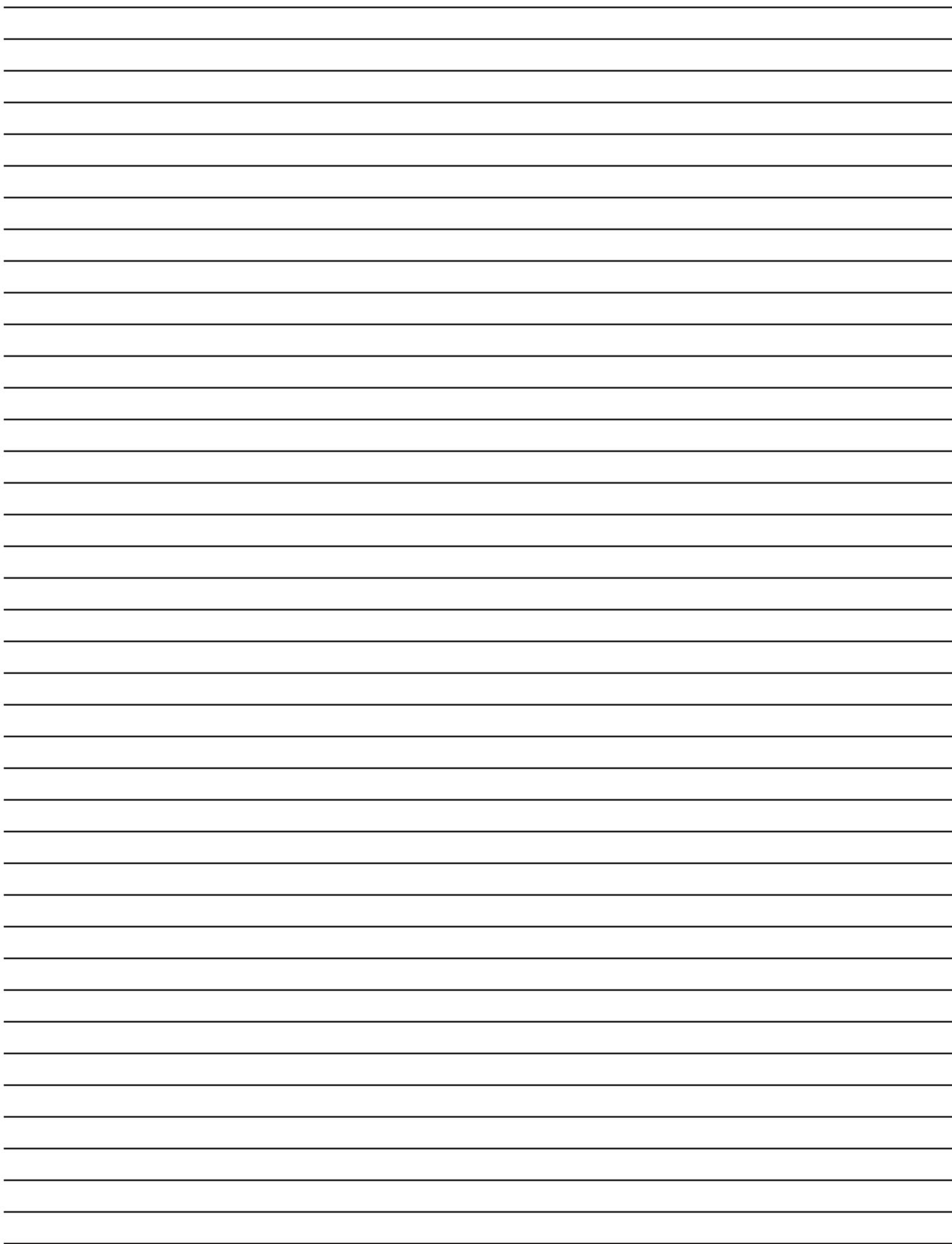
January 26, 2007



Write recipient's full name (and title if they have one)  
If this is a business put it's name here, otherwise begin address  
Continue with address taking as many lines as needed.  
Continue with address taking as many lines as needed.

Salutation with a colon

In the space below write your letter using the guidelines given. For purposes of this rough draft only, PLEASE SKIP LINES. Skip two lines in between each paragraph. Continue on back if necessary.



# Request Letter Typing Instructions

Start a new Word document.

Go to File/Page Setup and set all margins to 1.25 inches.

Leave the font at Times 12 pt.

Begin typing your letter starting with the return address at the very top.

200 Ave. F

Hereford, Texas 79045

Hit “enter” four times.

Type the date of the letter. This should be the date the letter is sent which will be September 18, 2006

Hit “enter” twice

Type the address of the person you are sending the letter to.

Hit “enter” twice

Type your salutation. (Dear Mr. Smith:)

Hit “enter” twice

Begin typing the body of your letter. Text should be single spaced EXCEPT between paragraphs. Before typing a second paragraph, hit “enter” twice.

After typing your letter, hit “enter” twice and type your closing. (Sincerely,)

Hit “enter” four times.

Type your name

If you are including a list of questions or other items type the word Enclosure(s) and then the number of items in parentheses.

Example:

Enclosure (1)

Print and sign your letter and turn in.

## How to address envelope(s) for your request letter.

Main envelope. In this envelope you will place your letter AND a return envelope if you are providing one. You do not need a stamp for this envelope. The school will pay for postage. Be sure to write "Zinn" above the school's return address. Write the address of the person you are sending your letter to NEATLY in the center of the envelope. You only need "c/o" if you are sending the letter through another person or agency. Be sure your address is complete. On the last line should be the CITY (followed by a comma), then the STATE (you may use the abbreviation and then the complete zip code).

*Zinn*  
Hereford High School  
200 Ave. F  
Hereford, TX 79045

*Mr. Adam Sandler  
c/o Endeavor Agency  
9601 Wilshire Blvd., 3rd Fl.  
Beverly Hills, CA 90212*

Secondary envelope. This is optional, but if you stated in your letter that you would include it, then you must have one. You will need to provide the postage for this envelope. You will need to address this envelope exactly as it is shown below... EXCEPT print YOUR actual name in place of "Your Name"

*J. Zinn  
Hereford High School  
200 Ave. F  
Hereford, TX 79045*

Place  
stamp  
here

*Your Name  
c/o Jennifer Zinn  
Hereford High School  
200 Ave. F  
Hereford, TX 79045*