

## 4:8a Letter Formats

### 'Letter Purposes

- A letter is formal communication between two businesses or between an individual and a business.
- The following are common purposes
  - Marketing or sales
  - Inquiry or request
  - Order
  - Complaint
  - Invitation
  - Job offer or acceptance
  - Informational
  - Response to customer

### Letter Formatting

#### Block Style Letters

All lines begin at the left margin.

#### Modified Block Style

The return address/date and the closing are indented to the center.

## 4:8b Letter Formats

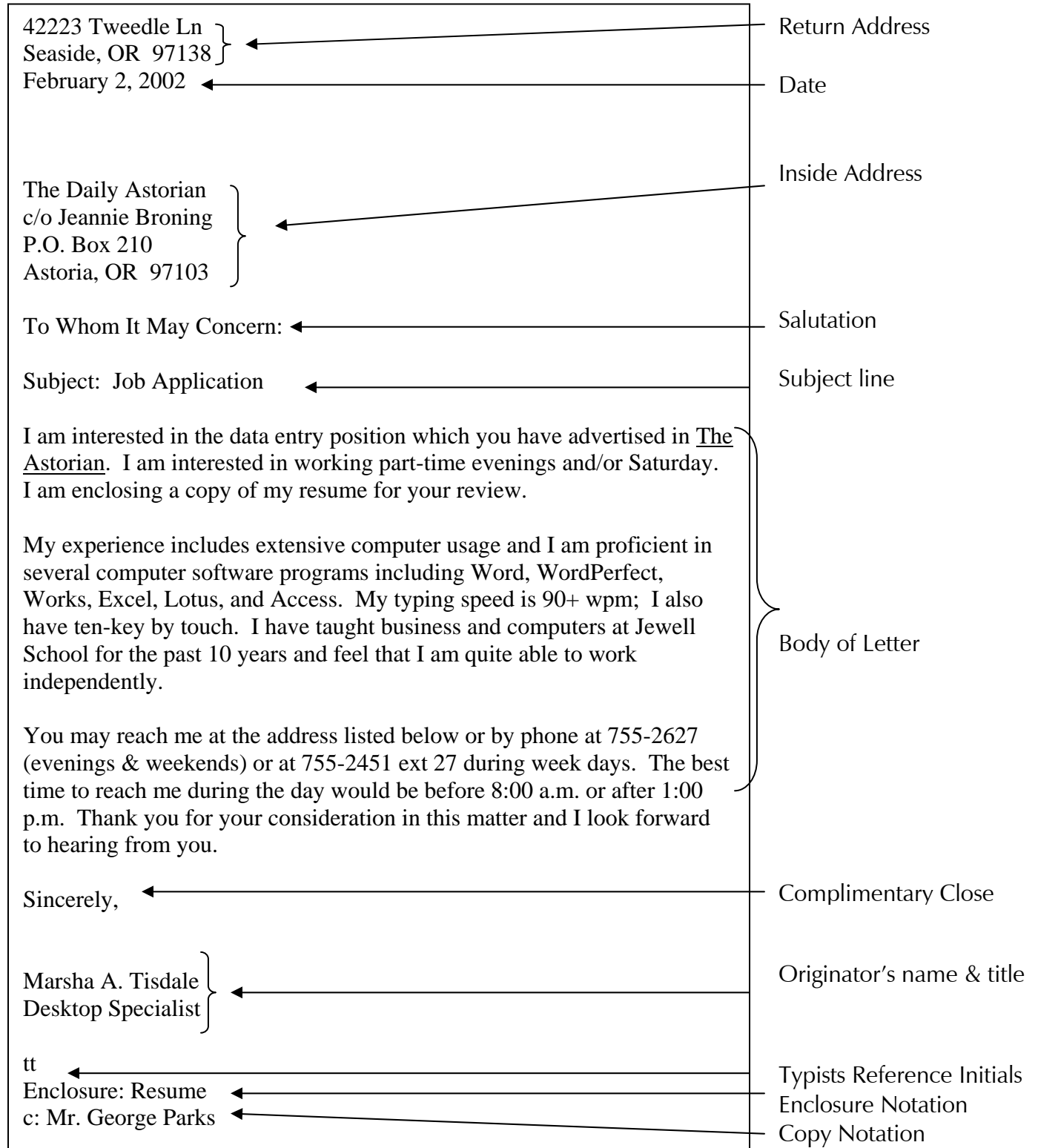
### Parts of a Letter

The parts of a letter include the following:

1. Printed letterhead (for formal business letters)
2. The date
3. The inside address
4. The attention line (optional)
5. The salutation
6. The subject line (optional)
7. The body of the letter (paragraphs)
8. The complimentary close
9. Company name (optional)
10. The handwritten signature of the originator
11. The typed originator's title and name
12. Typist's reference initials
13. The enclosure notation (if something is enclosed with the letter).
14. Copy notation if one or more copies are sent to someone other than to whom the letter is addressed.
15. Postscript (if a brief added message is included)

## 4:8b Letter Formats

Example of a letter:



## 4:8c Letter Formats

### Spacing for Letters

- There is a QS (4 enters) between the date and the inside address.
- There is a QS between the complimentary close and the originator's typed name/title
- All other parts are single spaced with a double space between.

### BLOCK STYLE LETTER

- All lines begin at the left.
- QS between date and inside address.
- QS between complimentary close & originator's name.
- DS between other parts.
- SS the paragraphs.

### MODIFIED BLOCK STYLE:

- Date and closing indented to the center (not centered).
- QS between date and inside address.
- QS between complimentary close & originator's name.
- DS between other parts.
- SS the paragraphs.
- Paragraphs may be indented one tab (equivalent of 5 spaces)

## 4:8d Letter Formats

### Block Style Letter:

February 2, 2002

The Daily Astorian  
c/o Jeannie Broning  
P.O. Box 210  
Astoria, OR 97103

To Whom It May Concern:

I am interested in the data entry position which you have advertised in The Astorian. I am interested in working part-time evenings and/or Saturday. I am enclosing a copy of my resume for your review.

My experience includes extensive computer usage and I am proficient in several computer software programs including Word, WordPerfect, Works, Excel, Lotus, and Access. My typing speed is 90+ wpm; I also have ten-key by touch. I have taught business and computers at Jewell School for the past 10 years and feel that I am quite able to work independently.

You may reach me at the address listed below or by phone at 755-2627 (evenings & weekends) or at 755-2451 ext 27 during week days. The best time to reach me during the day would be before 8:00 a.m. or after 1:00 p.m. Thank you for your consideration in this matter and I look forward to hearing from you.

Sincerely,

Marsha A. Tisdale  
42223 Tweedle Ln  
Seaside, OR 97138

## 4:8e Letter Formats

### Modified Block Style:

February 2, 2002

The Daily Astorian  
c/o Jeannie Broning  
P.O. Box 210  
Astoria, OR 97103

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Sincerely,

Marsha A. Tisdale  
42223 Tweedle Ln  
Seaside, OR 97138

## 4:8f Letter Formats

### Added Note

Please note that the letter should appear centered vertically on the page. To do this, type the letter first and then use the print preview feature to adjust the letter on the page.

To edit texts in print preview follow these steps:

1. On the File menu, click **Print Preview**. (Or simply click on the Print Preview icon on the tool bar.
2. Click Magnifier icon. This will change the pointer from a magnifying glass to an I-beam.
3. Place the I-beam (when the cursor looks like a capital “I” in front of the top line of the letter, click and hit enter until it looks centered.