

Sample Personal-Business Letter Block Style

2" Top Margin

March 16, 2010 (4 enters/returns)

Date Line

Mrs. Jane Donahue
Supervisor
Montclair Associates
180 Main Avenue
Butte, MT 59701 (2 enters/returns)

Inside Address

Dear Mrs. Donahue, (2 enters/returns)

Salutation

This letter is an example of a personal business letter keyed in block format. In this format, all lines begin at the margin. The side margins are set at 1 inch. (2 enters/returns)

When finished keying your personal business letter, use print preview to see if the top and bottom margins are equal creating a picture-frame effect. (2 enters/returns)

A personal business letter is used when you are writing a letter for your own personal use. You would use this style if you were writing a letter for a scholarship, complaining, complimentary, request, etc. (2 enters/returns)

Body

Sincerely, (4 enters/returns)

Complimentary Closing

Ms. Sally Student
1316 Fifth Street
Snohomish, WA 98290

Signature/Address