

**FORMAL BUSINESS LETTER IN BLOCK FORMAT**

Sender's street address  
Sender's City, STATE Zip  
Spell out current date      **QS** (Press **Enter 4 times**)

Receiver's Name  
Receiver's Address  
Receiver's City, ST Zip      **DS** (Press **Enter 2 times**)

Dear Receiver's name      **DS**      (use **:** with mixed punctuation)

Business letters are the basic means of communication between companies and professionals. Business letters are formal documents usually used whenever a permanent record of a discussion is needed. Because they are sent to other professionals outside the company they have a more formal tone or voice than other types of written communication. Notice that there are no indents in the first line of each paragraph in this sample; this style is preferred today and is call block format.

Business letters always have a formal salutation and complimentary close since they are sent to other professionals. When entering your salutation, you may leave the space after the receiver's name **blank (open punctuation)**, or use a colon **:** after the name, for mixed punctuation). In the complimentary close, you may leave the space after the compliment **blank (open punctuation)**, or use a comma **,** after the compliment, for mixed punctuation).

Sincerely yours      (**Enter 4 times**) **QS**      (use **,** with mixed punctuation)

Your Name Here      **DS**

Enclosure      (**use only when sending something with the letter**)

c      (little **c** followed by the name(s) of person(s) you are sending a copy to)

Name

Period

Date