Business Letter

Return this assignment sheet to the wire basket when you are finished!

Margins
Setup the margins by going to **File - Page Setup**
- Top Margin should be 2 inches
- Left and Right Margins should be 1.5 inches

Tabs
- Since we will be using the semiblock style of business letter, set the tabs by going to **Format - Tabs**
- Set *Left Align* tabs at **.**5 inches and 3 inches

Six Basic Parts of a Business Letter
(also see sections 203 through 214 in *WriteSource 2000*)

1. Heading
Includes sender's complete address and the full date (use **Insert - Date and Time**)

> Four Blank lines

2. Inside Address
Includes name, title, and complete address of the person or company you are writing to. If you don't know the title of the person, ask Mr. S.

> One Blank line

3. Salutation
If you know the person's name, use it. If you don't know the person's name, use their title

> One Blank line

4. Body
Indent the first line of each paragraph by pressing the Tab key once. Skip a line between ¶s

> One Blank line between paragraphs

5. Closing
Recommended closings: "Very truly yours," "Yours truly," or "Sincerely"

> Four Blank lines

6. Signature
Skip four lines after the closing and type your name. Then, sign your name above the typed name