

Here are a few samples of Standard Business Format for writing business letters.

See this example: [http://www.uleth.ca/coop/fas/pdf/pdfs/Resources/cover\\_guidelines.pdf](http://www.uleth.ca/coop/fas/pdf/pdfs/Resources/cover_guidelines.pdf)

**Sample Business Letter** Format: Full Block Business

From: [http://jobsearchtech.about.com/od/letters/1/bl\\_block\\_p.htm](http://jobsearchtech.about.com/od/letters/1/bl_block_p.htm)

The diagram illustrates the layout of a full block business letter. It features a left margin of 1-1.5 inches and a right margin of 1-1.5 inches. The letter is composed of several numbered lines, each with a corresponding label on the left. The lines are as follows:

- Line 1: [Your Name]
- Line 2: [Address]
- Line 3: [Address]
- Line 4: [Phone]
- Line 5: [Date today]
- Line 6: Rec: [To what this letter refers]
- Line 7: [CERTIFIED MAIL]
- Line 8: [PERSONAL]
- Line 9: [Recipient's Name]
- Line 10: [Company Name]
- Line 11: [Address]
- Line 12: Attention [Recipient's Name]
- Line 13: Dear [Recipient's Name]:
- Line 14: [SUBJECT]
- Line 15: The main characteristic of full block letters is that everything (except maybe a preprinted letterhead) is flush with the left margin. Full block letters are a little more formal than modified block letters.
- Line 16: If your letter is only one page, type the complimentary close and optional components as shows below. Otherwise, type them on the last page of your letter. For the components of continuation pages, click on the link below to go to page 2 of this letter.
- Line 17: Sincerely,
- Line 18: [Signature]
- Line 19: [Your Name, Title]
- Line 20: [Identification Initials]
- Line 21: Enclosures: [Number]
- Line 22: cc: [Name For Copy]
- Line 23: [Name For Copy]

The diagram also includes a 1-1.5" Margin indicator on the right side and a 1-1.5" Margin indicator at the bottom right.

This sample includes the formal components of full block business letters. Some of these components are optional for typical, employment-related business letters. You may download or copy samples, examples or templates of employment-related business letters, by clicking on the links below.

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# Opac Test Study Guide Formatting A Business Letter

**Daniela Niemeyer**



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